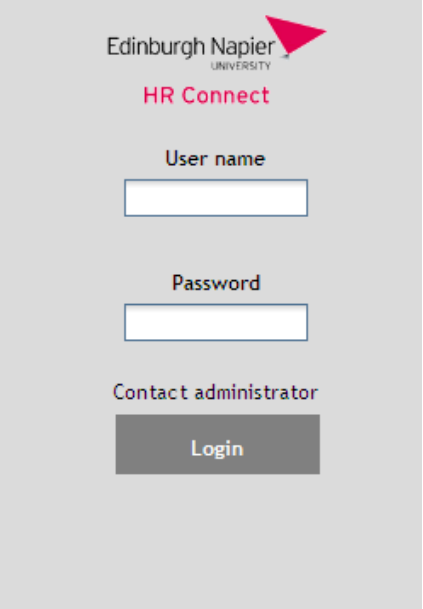
Edinburgh Napier UNIVERSITY

HR Connect

Self Service User Guide



VERSION HISTORY

Version	Date	Change Summary
1.0	October 2011	N/A
2.0	November 2012	P15 Includes confirmation that IT are advised of name changes when performed in HR Connect.
3.0	April 2013	P9 updated to highlight workflow email to IS when name is updated. P32 clarifies advice to users not to book annual holiday on a bank holiday date. P47 Learning section updated to include new information on how user can cancel themselves from waiting lists and learning events. P55 Information on new post learning event evaluation process.
4.0	July 2013	New Section added re epayslip functionality

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INTRODUCTION

HR Connect is an online service that will provide staff with instant access to their personal data. This data includes, where available/relevant:

- Contact details
- Bank account details
- Payslip information
- Current job and job history*
- Sickness Absence details*
- Learning events history*

* this has been loaded from our legacy HR system and where available goes back to 2001.

The new system will allow you to complete a number of HR processes entirely online, for instance updating your personal details, managing annual leave, booking onto learning events and opting into e-Payslips.

DATA PROTECTION & CONFIDENTIALITY

As HR Connect contains detailed personal information it is important that you use it responsibly to ensure that the security of your information is maintained at all time.

Therefore, when you have finished using HR Connect please always ensure that you logout:

To logout you should simply click the in the top right hand corner of the HR Connect pages or close your web browser or tab.

It is also important that you never let anyone else know your University username and password as this information would allow people to access information about you, hence exposing a risk of identity fraud. If you believe others may be aware of your Password please change it immediately.

If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000). More details about Information security can be found here.

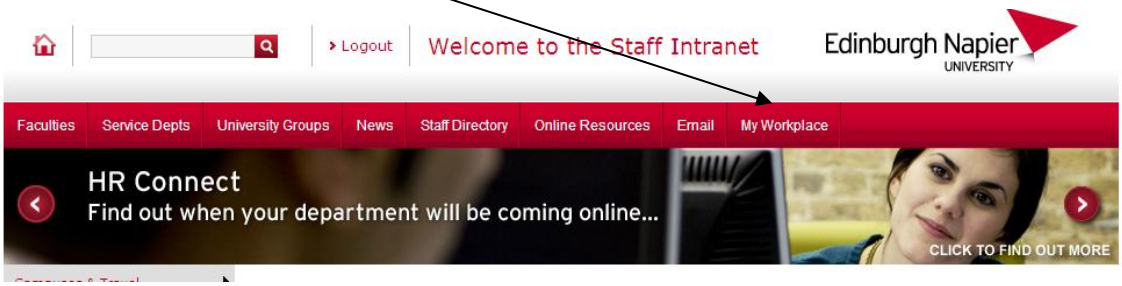
FUNCTION ACCESS and NAVIGATION SECURITY

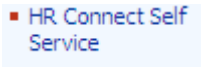
Function access defines which parts of the system a user can access. This includes navigation security which controls which part of the HR Connect a user may or may not have access to. It also includes field level security which can be used to hide certain fields or make them read only.

LOGGING INTO SELF SERVICE

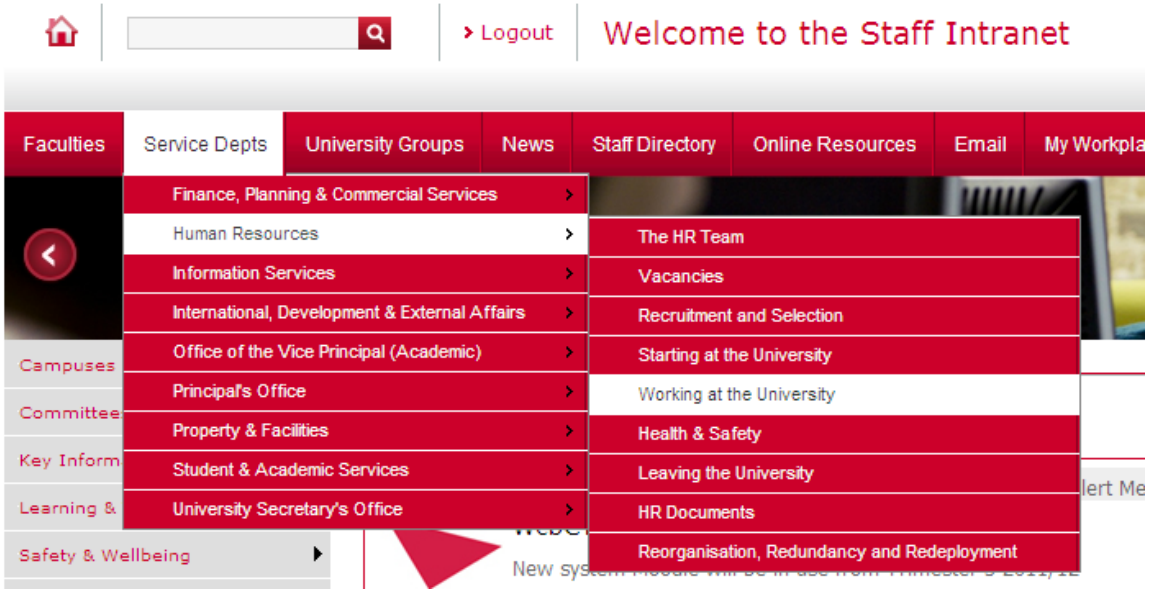
There are a number of ways to find HR Connect Self Service.

To connect to Self Service, go to the Edinburgh Napier Staff Intranet home page, click on My Workplace**.**

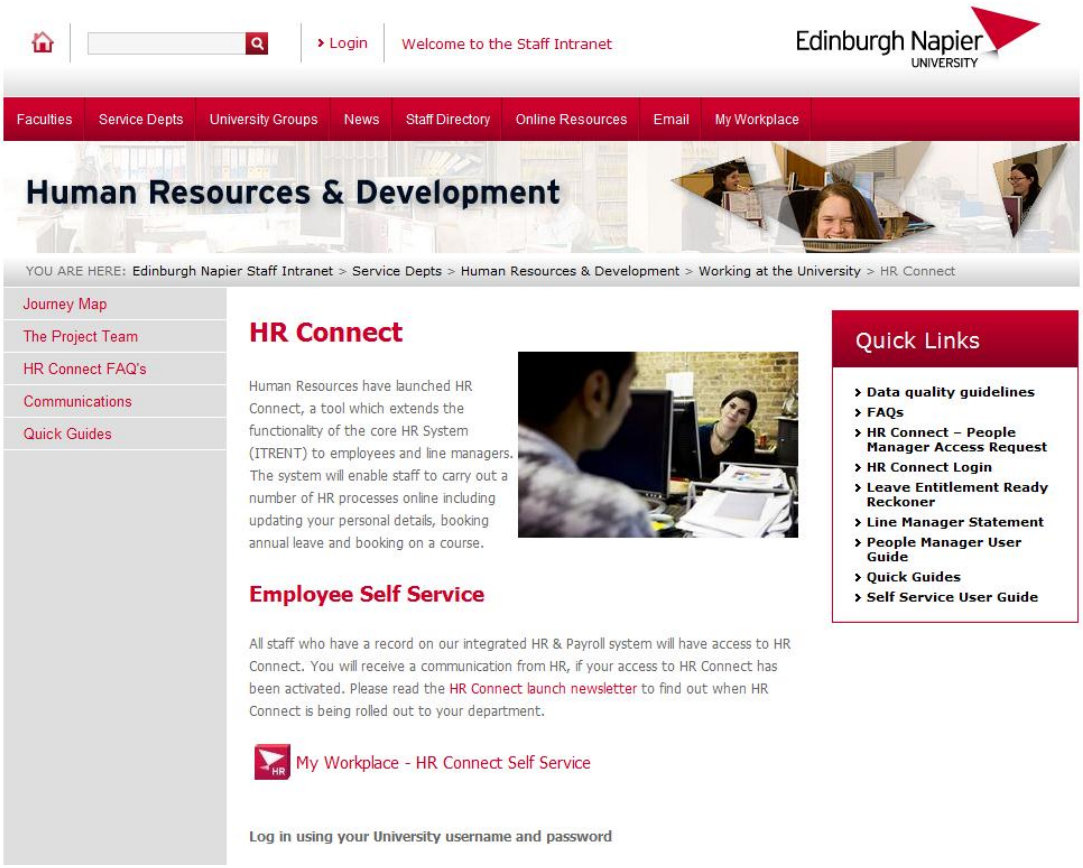


Once in My Workplace Select **HR Connect Self Service** from Online Services or from the menu on the left 

Alternatively go to **Human Resources**, **Working at the University**



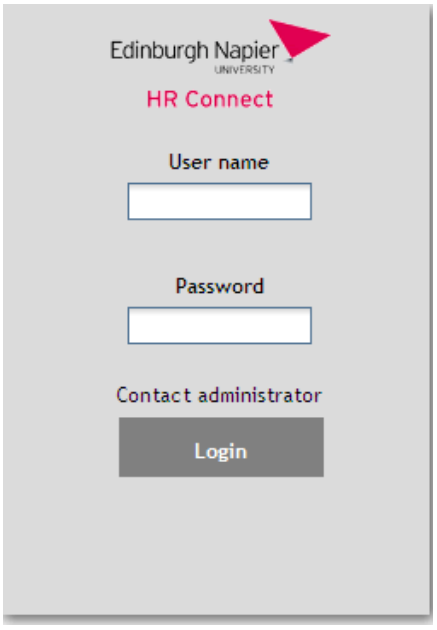
Then **HR Connect**


Login
Welcome to the Staff Intranet
Edinburgh Napier UNIVERSITY
Faculties
Service Depts
University Groups
News
Staff Directory
Online Resources
Email
My Workplace
Human Resources & Development
YOU ARE HERE: Edinburgh Napier Staff Intranet > Service Depts > Human Resources & Development > Working at the University > HR Connect
Journey Map
The Project Team
HR Connect FAQ's
Communications
Quick Guides
HR Connect
Human Resources have launched HR Connect, a tool which extends the functionality of the core HR System (ITRENT) to employees and line managers. The system will enable staff to carry out a number of HR processes online including updating your personal details, booking annual leave and booking on a course.
Employee Self Service
All staff who have a record on our integrated HR & Payroll system will have access to HR Connect. You will receive a communication from HR, if your access to HR Connect has been activated. Please read the HR Connect launch newsletter to find out when HR Connect is being rolled out to your department.
My Workplace - HR Connect Self Service
Log in using your University username and password
Quick Links
Data quality guidelines
FAQs
HR Connect – People Manager Access Request
HR Connect Login
Leave Entitlement Ready Reckoner
Line Manager Statement
People Manager User Guide
Quick Guides
Self Service User Guide

Select

and choose HR Connect from online service.

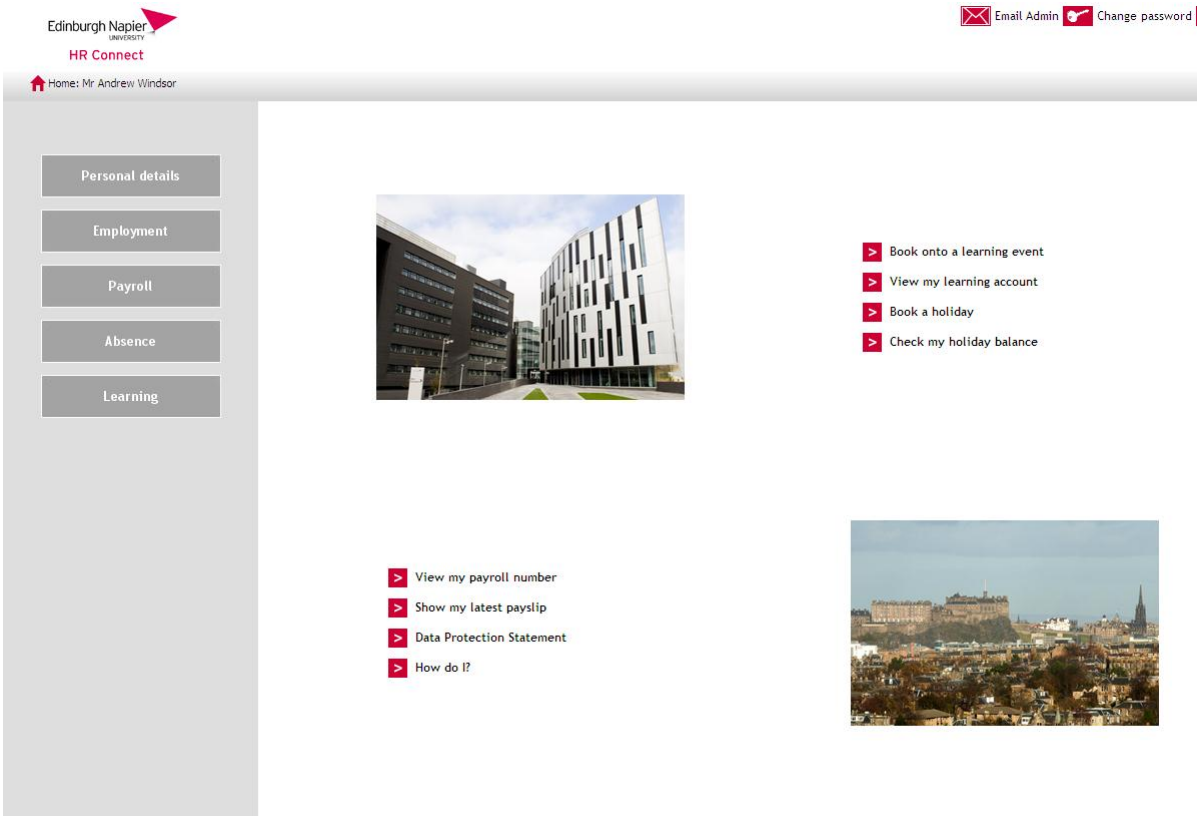
All routes bring you to the Log – in screen. You log in with your standard university user name and password detail. It is important for the safety of your information that you keep these private.



You may wish to save a link to self service in your favourites or onto your desktop.

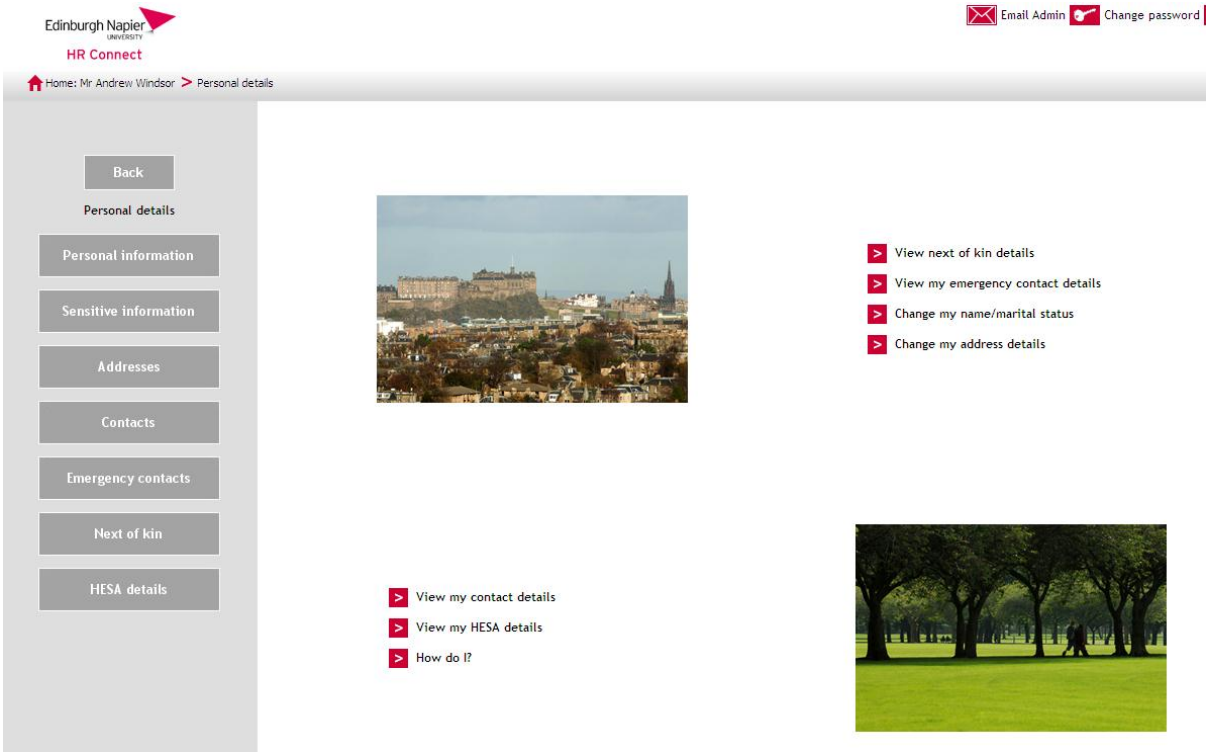
NAVIGATION

Once you have logged on, you will see the following standard desktop navigation options.



PERSONAL DETAILS

When you select the Personal Details Box the main screen will refresh and you will be presented with the following screen



Here you can:

View next of kin details

View emergency contact details

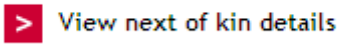
Change name/marital status

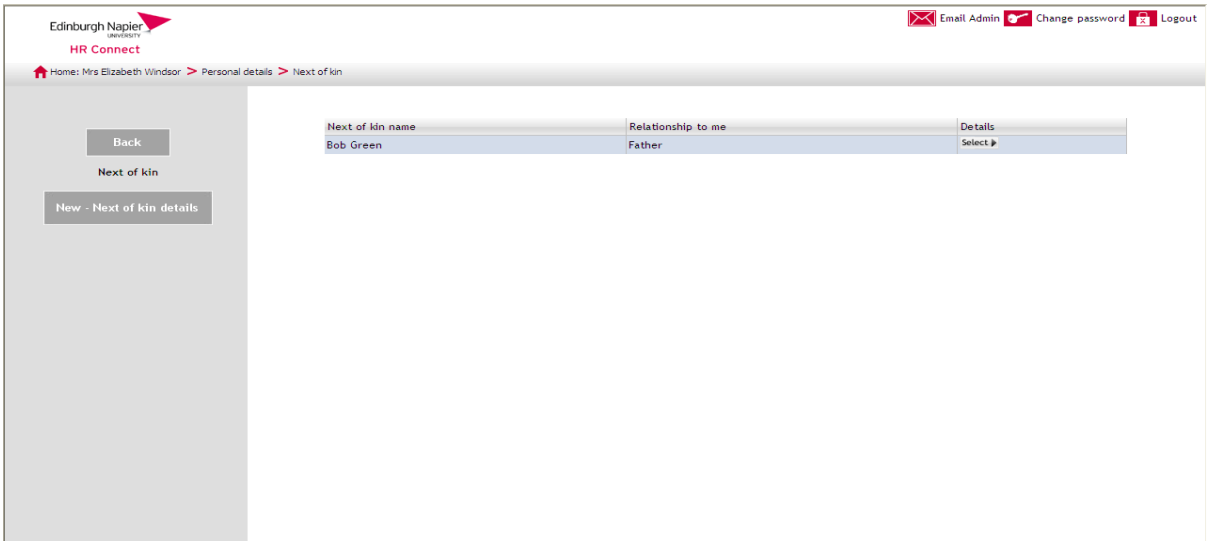
Change address details

Change contact details

Change HESA details

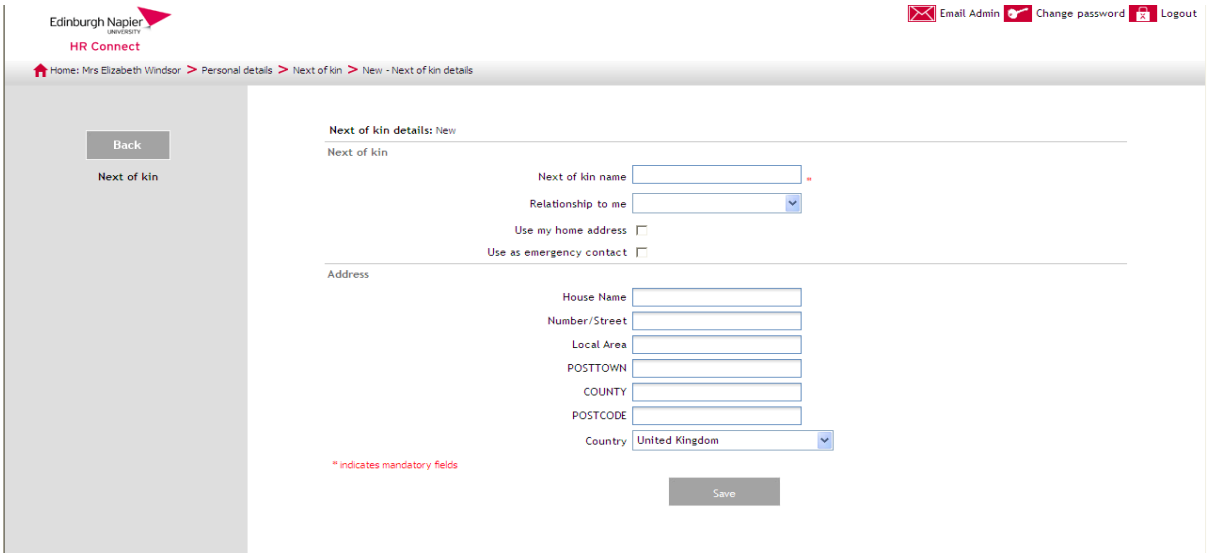
Next of Kin

Select 



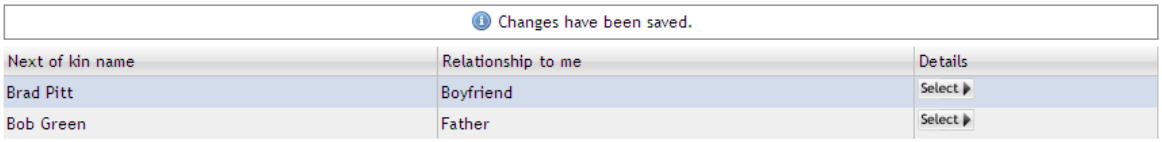
Providing next of kin information exists it will be displayed. If there is no information stored or you would like to create an additional contact.

Select



Enter details requested ensuring the mandatory field (*) is completed and select

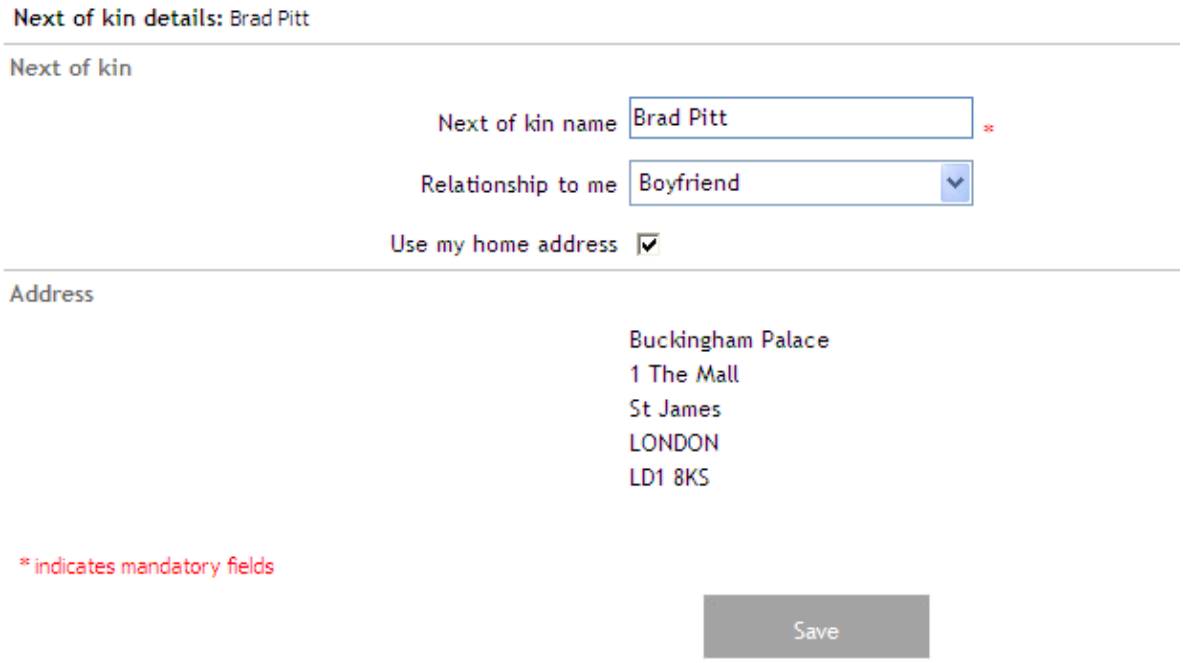
A window will appear informing you that changes have been saved and you will see a summary display as below.



You can also change existing contact details by clicking on

against the next of kin to be amended.

Next of Kin details will appear on screen



Here you can update next of kin name, relationship and home address. If you tick the “User my home address” box it will enter your address, so saving the need to type it in.

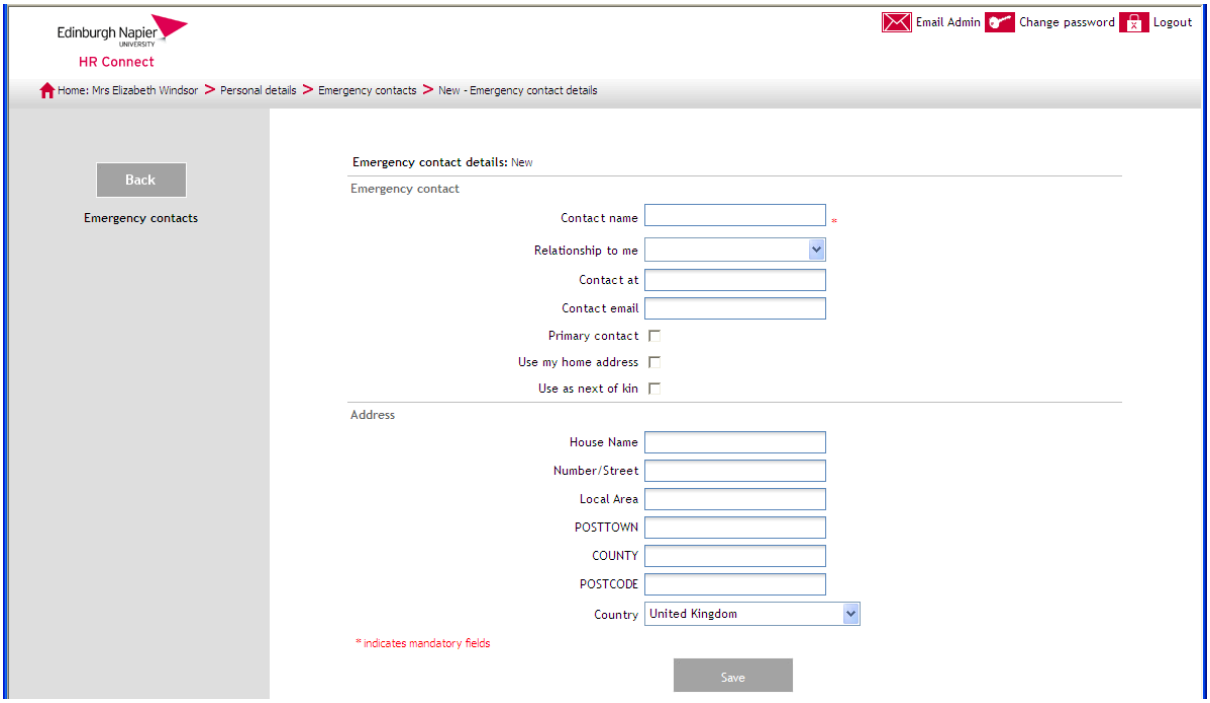
To update any changes made please click on

Emergency Contact Details

Select > View my emergency contact details

Providing emergency contact details exist these will be displayed. If there is no information stored or you would like to create an additional contact.

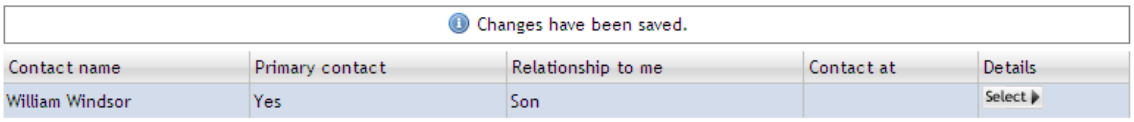
Select New - Emergency contacts details



Enter details requested ensuring the mandatory field (*) is completed and select

Save

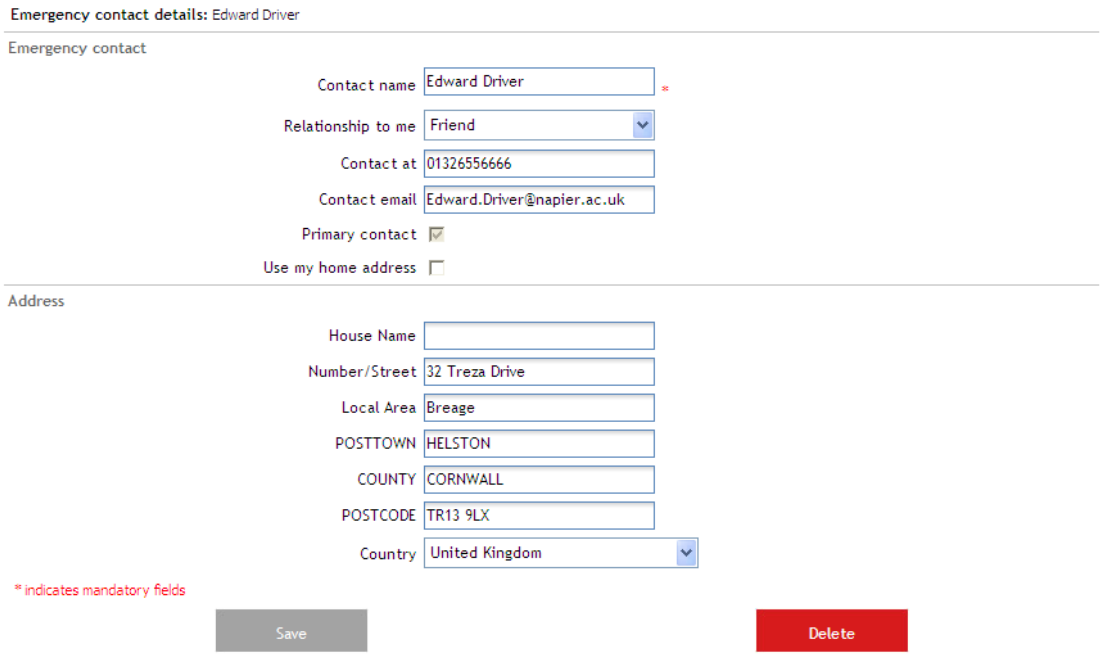
A window will appear informing you that changes have been saved and you will see a summary of your emergency contact details.



You can also change existing contact details by clicking on

against the next of kin to be amended.

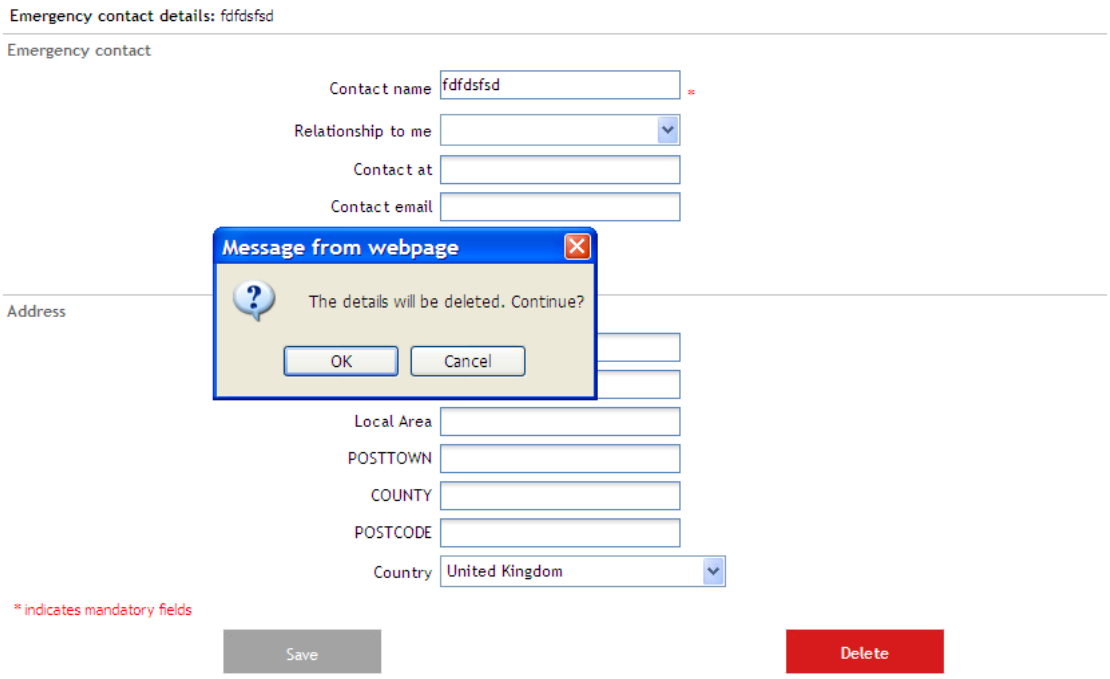
Emergency contact details will appear on screen



Here you can update emergency contact and address

To update any changes made please click on

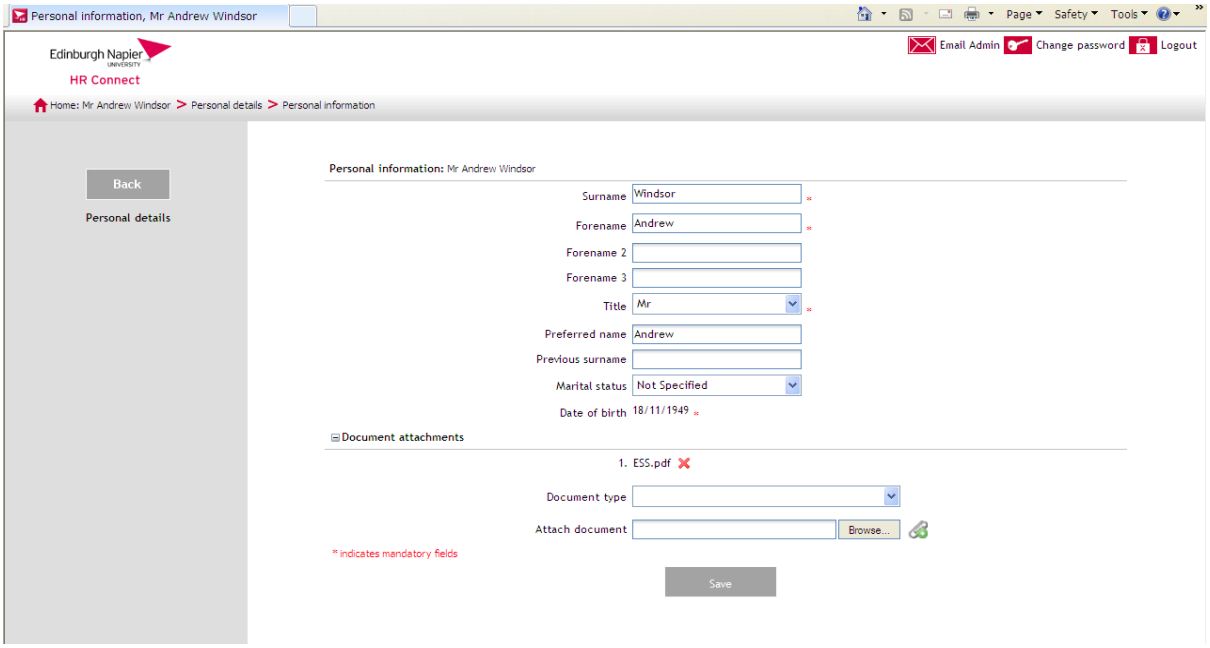
You can also remove emergency contact details by selecting Delete



A message box will appear to confirm deletion, select **OK**

Change my name/marital status

Select > Change my name/marital status



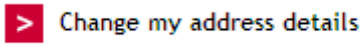
Please complete any change of circumstances ensuring that the appropriate documentation e.g. marriage certificate is scanned and attached

Once completed select Save

This action sends an email notification to an HR Adviser who will check that the appropriate documentation has been attached.

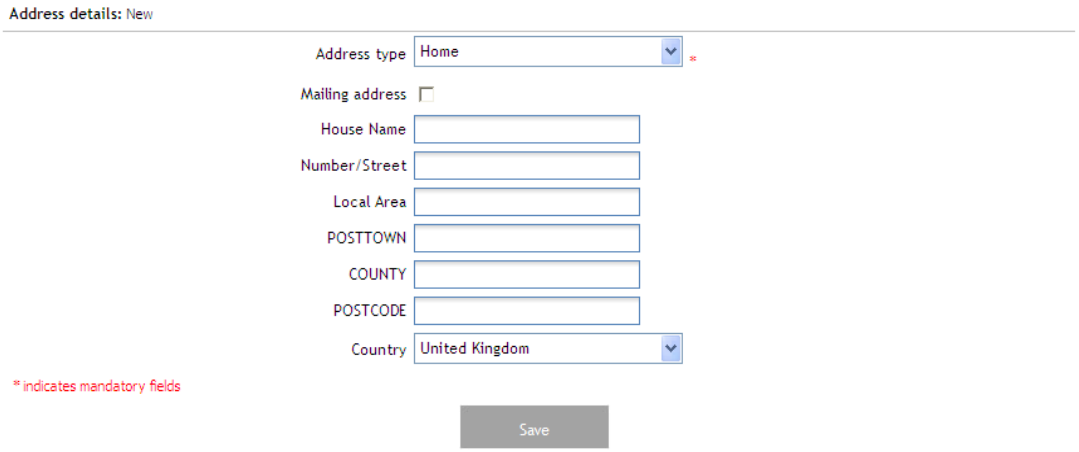
At the same time an email notification is sent to the C&IT helpdesk who will update your user account details accordingly, unless you specifically request them not to.

Change my address details

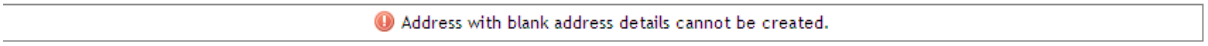
Select 

This function will allow you to create a new home address

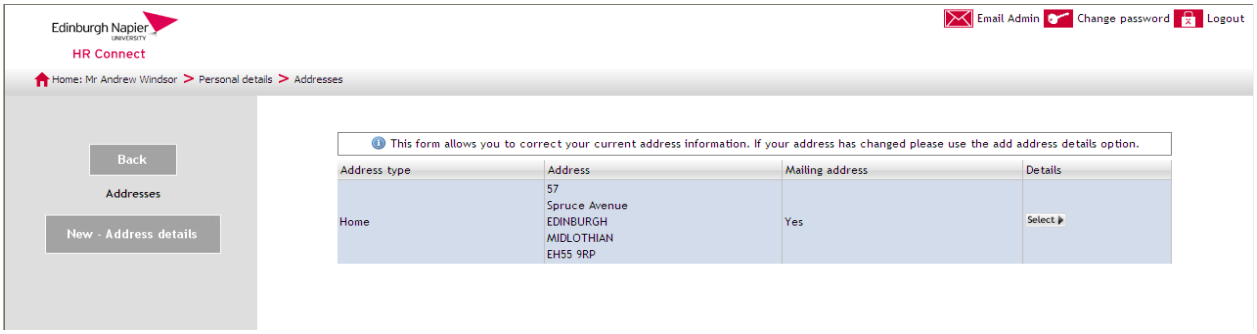
Please ensure that all fields are updated as this address will be used for any university correspondence sent to you including your payslip.



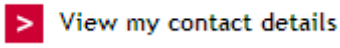
Update any information and select



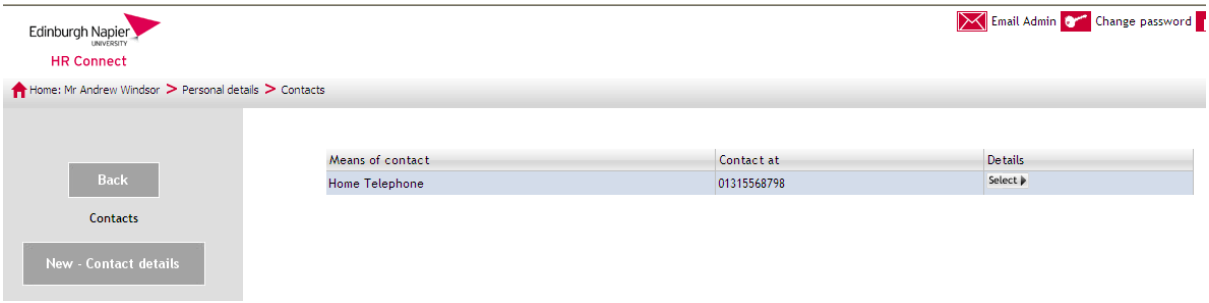
After a successful save you will see a summary view of you information from which you can amend if necessary in future.



View my contact details

Select 

The information which is displayed is your means of contact (email address, home telephone etc.)

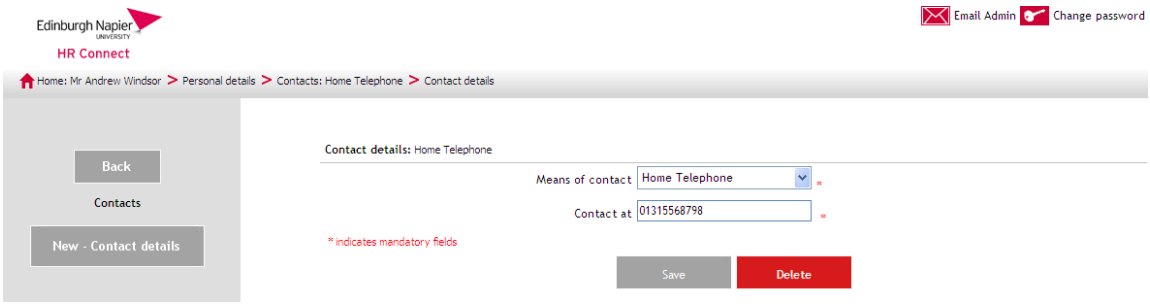


Use

button against the line you wish to amend.

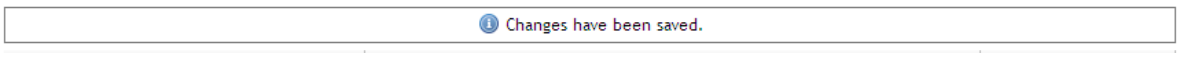
For example to change your home telephone number click

the following screen will appear



Here you can update current data stored or delete

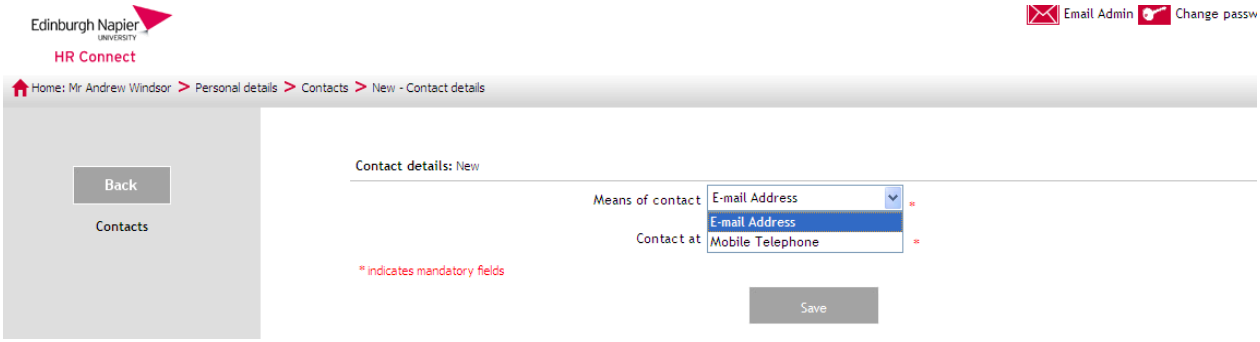
You will be notified once data has been saved



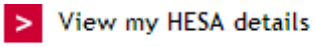
The same principal applies for changing mobile telephone

Selecting

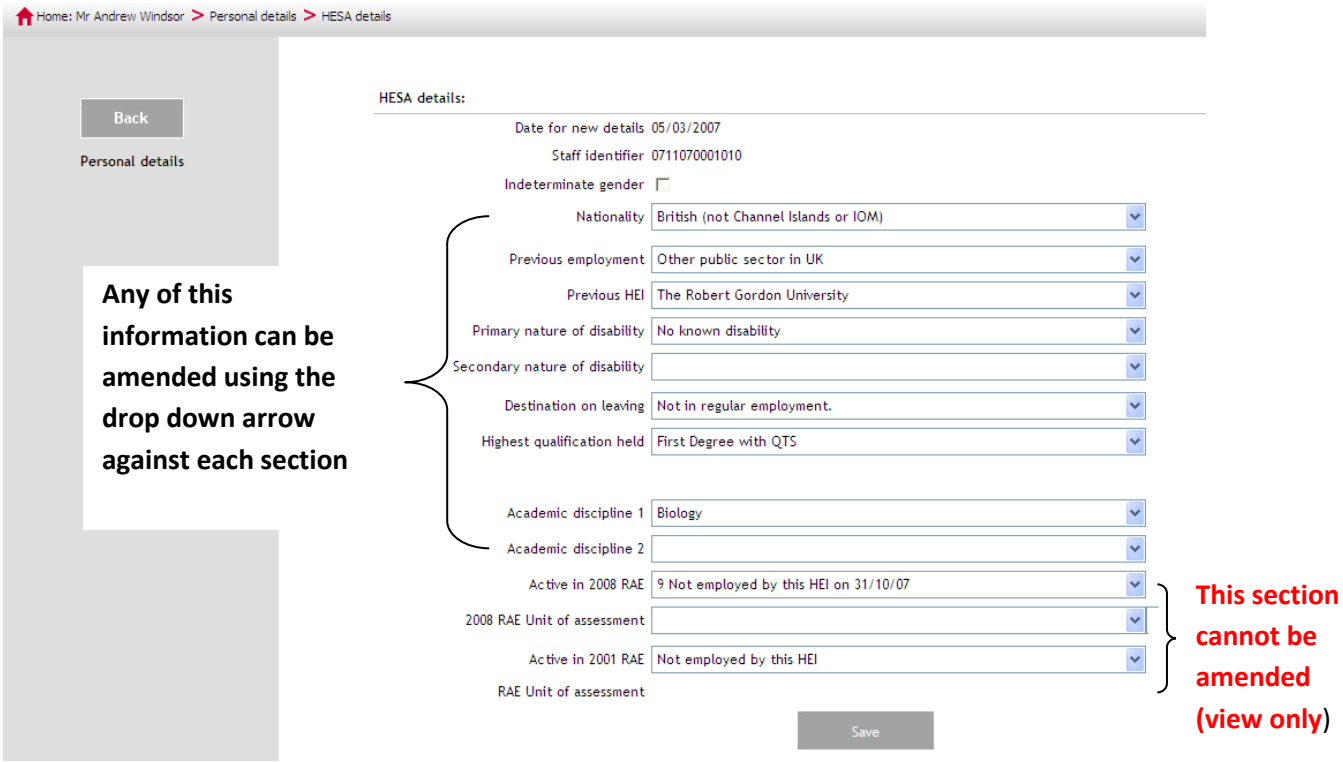
will allow you to add a mobile telephone



View my HESA Details

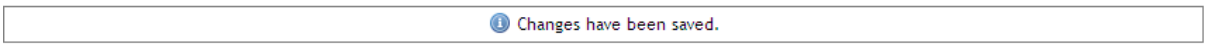
Select 

Here you will find the HESA details stored for you


Home: Mr Andrew Windsor > Personal details > HESA details
Back
Personal details
Any of this information can be amended using the drop down arrow against each section
HESA details:
Date for new details 05/03/2007
Staff identifier 0711070001010
Indeterminate gender
Nationality British (not Channel Islands or IOM)
Previous employment Other public sector in UK
Previous HEI The Robert Gordon University
Primary nature of disability No known disability
Secondary nature of disability
Destination on leaving Not in regular employment.
Highest qualification held First Degree with QTS
Academic discipline 1 Biology
Academic discipline 2
Active in 2008 RAE 9 Not employed by this HEI on 31/10/07
2008 RAE Unit of assessment
Active in 2001 RAE Not employed by this HEI
RAE Unit of assessment
Save
This section cannot be amended (view only)

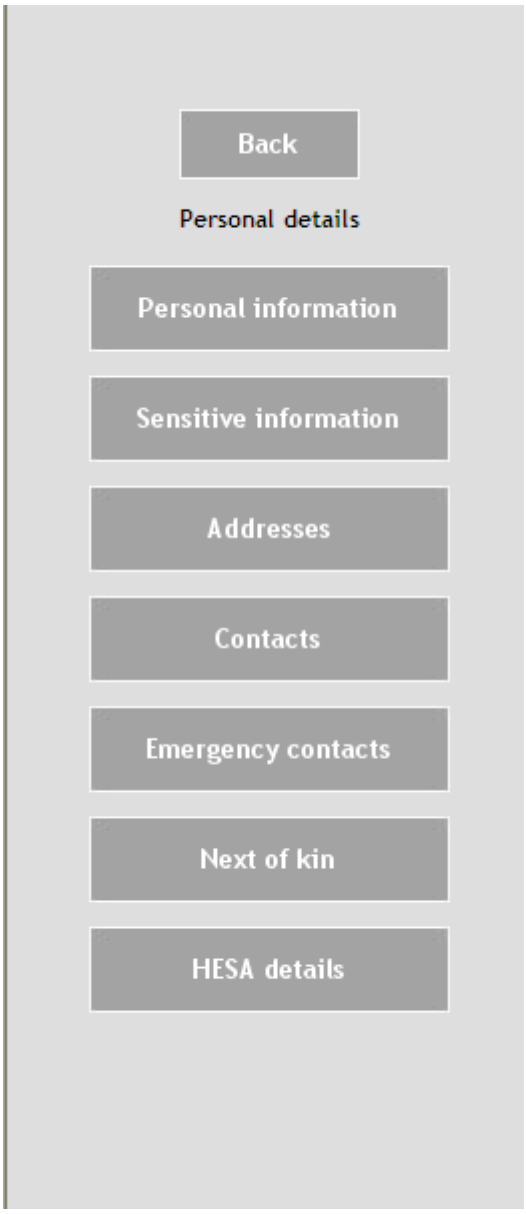
Once updated select

Notification will be given once saved



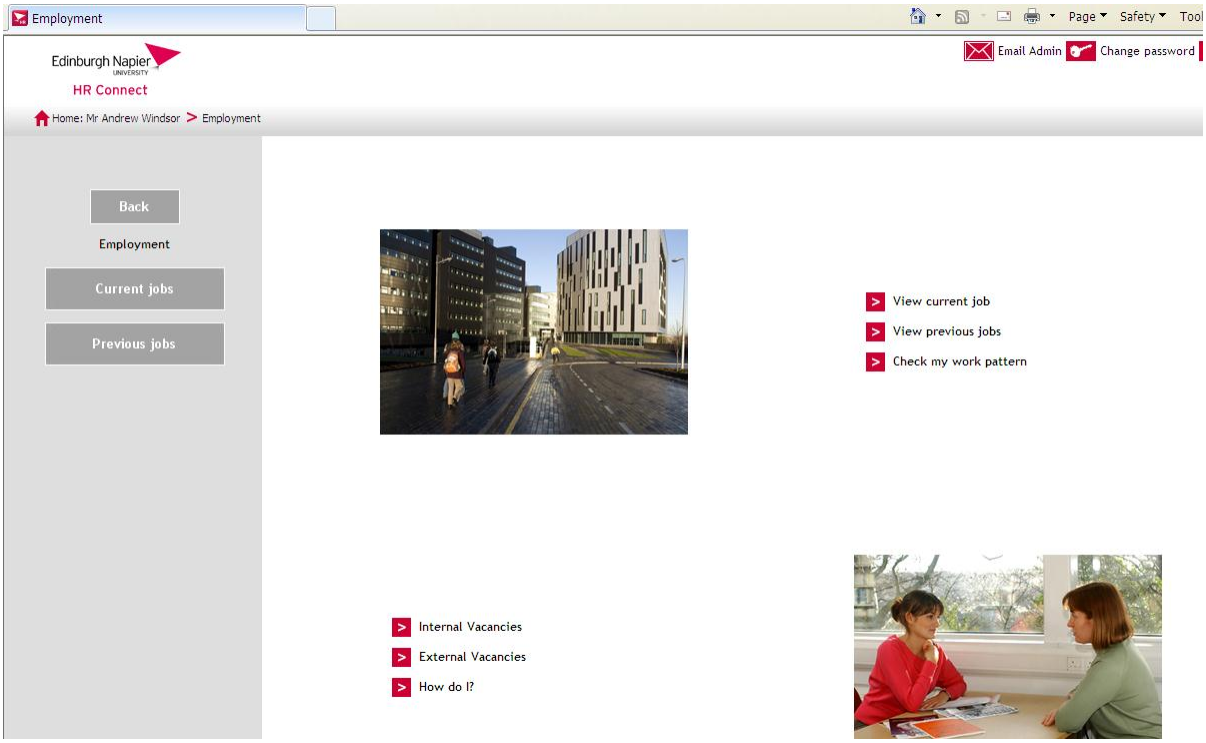
Shortcuts

Clicking any of the Grey Box's found in the left hand columns will take you directly to the information in each section



EMPLOYMENT

When you select the Employment Box the main screen will refresh and you will be presented with the following screen



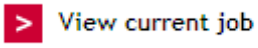
Here you can:

View current job

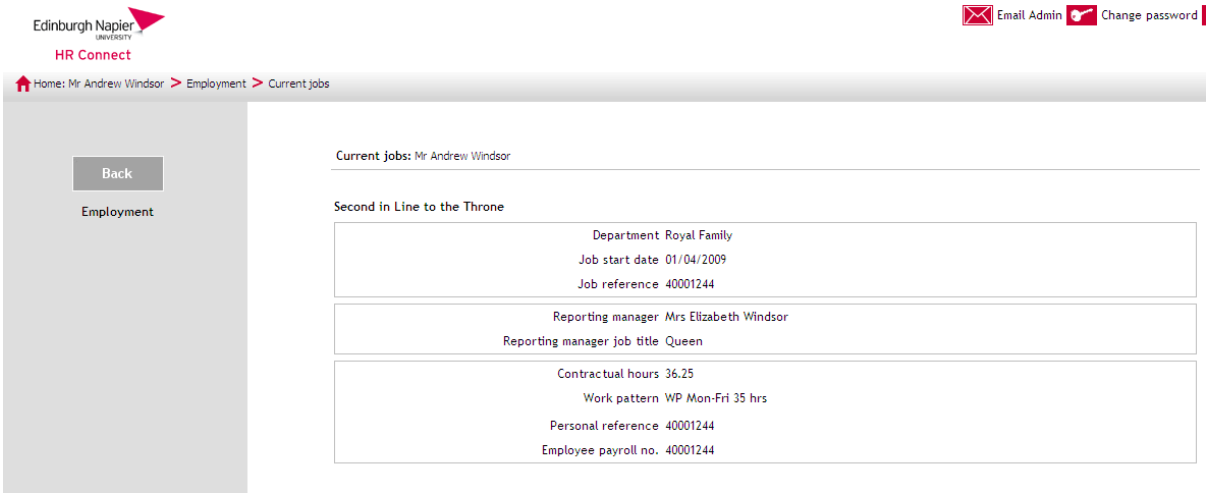
View previous jobs

Check my work pattern

Current Job

Select 

Here you will find your current job information



Details are: department, job start date, job reference, reporting manager, reporting manager job title, contracted hours, work pattern, personal reference and employee payroll number

Please note this is a read only screen any changes must be requested using the current process.

http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Documents/HR%20Connect%20data%20quality%20guidance.docx

Previous Job

Select > View previous jobs

Previous job information will be displayed

Please note this is a read only screen. Any changes must be requested using the current process.

http://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Documents/HR%20Connect%20data%20quality%20guidance.docx

Check my work pattern

Select > Check my work pattern

Screen will change to the same as current job information

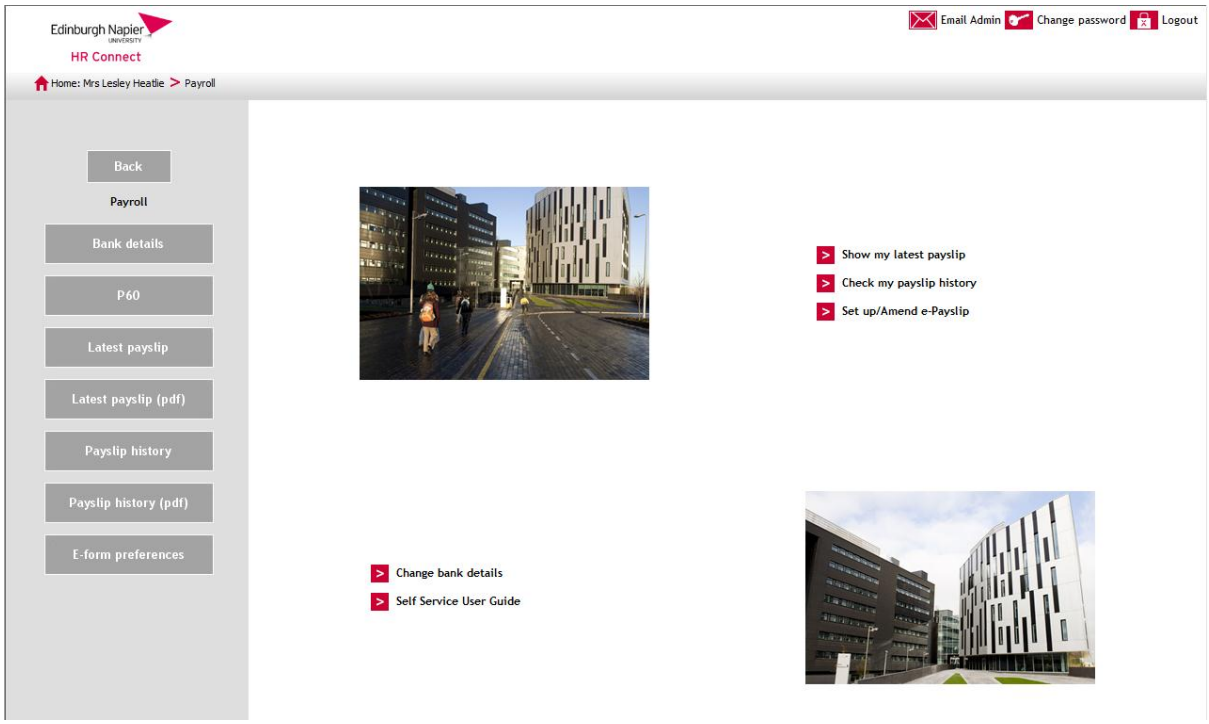
Work pattern is found beside contractual hours. Having the correct work pattern attached to your record is critical to ensuring that the correct number of hours are taken from your entitlement when leave is booked.

Shortcuts

Clicking any off the Grey Box's found in the left hand columns will take you directly to the points covered in this section

PAYROLL

When you select the Payroll Box the main screen will refresh and you will be presented with the following screen

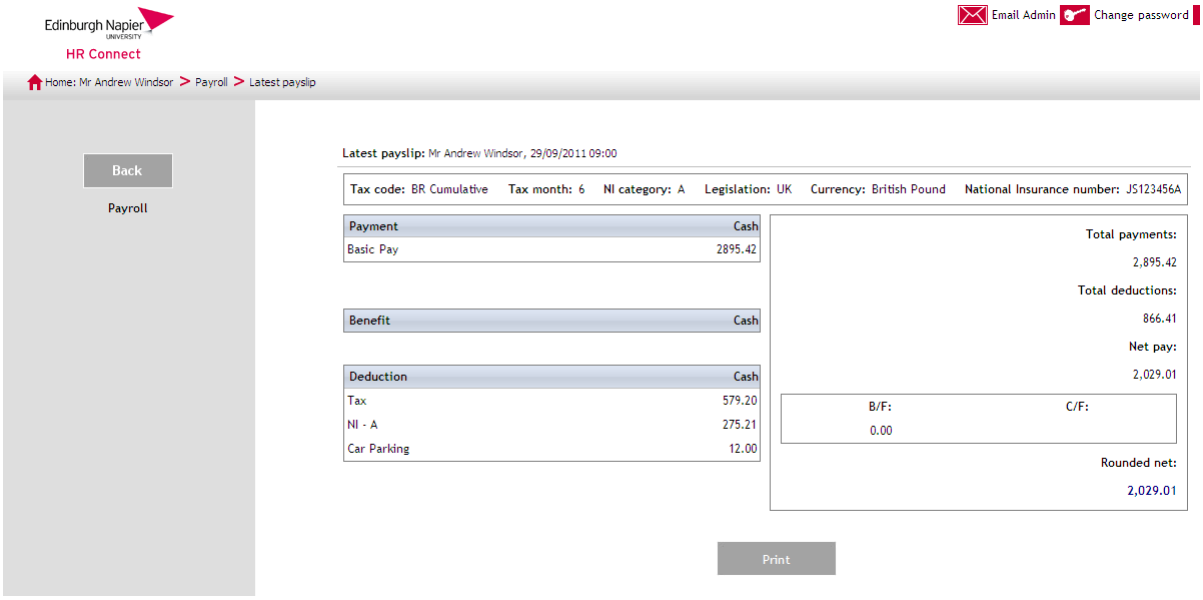


Here you can:

- Show my latest payslip
- Check my payslip history
- Change bank details
- Set up/Amend e-Payslip

Latest Payslip

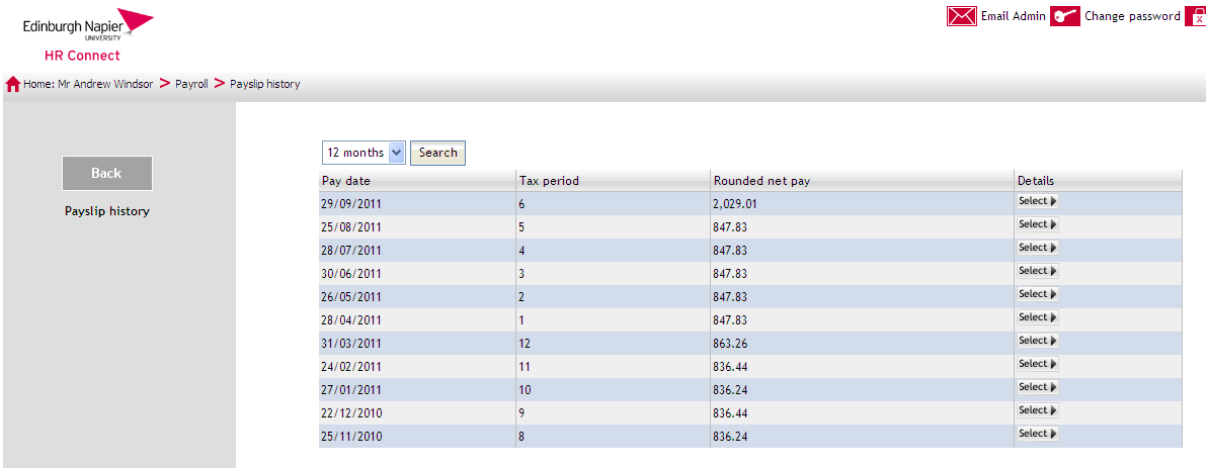
You can normally view your latest payslip the day before pay day. To view your latest payslip select > Show my latest payslip



Please ensure that if you choose to print your payslip that you do so carefully e.g. a safe environment, printer is easily accessible and you can retrieve quickly.

Payslip History

To view your previous payslips select > Check my payslip history

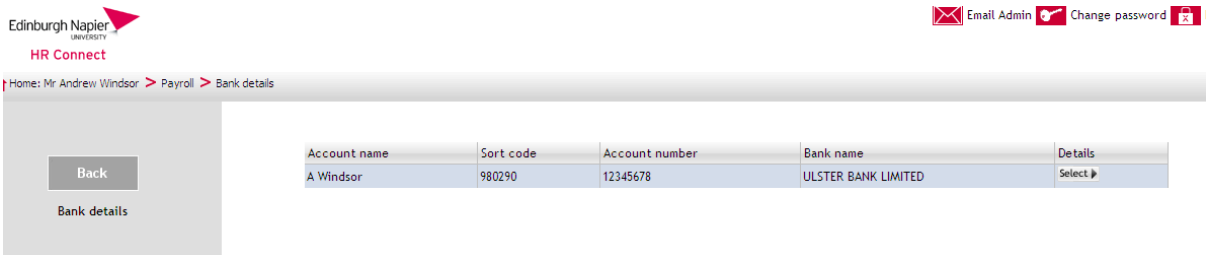


Here you can either view All or the previous 12 months

Using will load that month's payslip, from there you can view and print

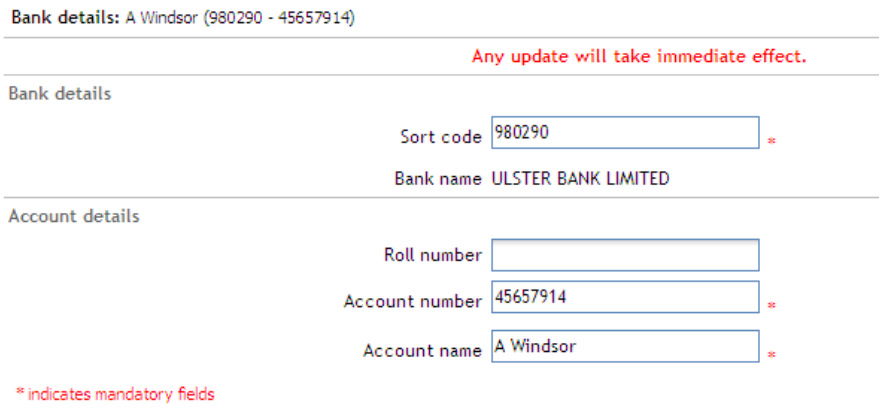
Bank Details

To amend your current bank details select > Change bank details



To amend click Select

Enter new bank details ensuring that mandatory fields are completed


Bank details: A Windsor (980290 - 45657914)
Any update will take immediate effect.
Bank details
Sort code 980290 *
Bank name ULSTER BANK LIMITED
Account details
Roll number
Account number 45657914 *
Account name A Windsor *
* indicates mandatory fields

Once completed click Save

Normally updates will take effect immediately in the current pay month. The Payroll team receive notification of changes as they are made.

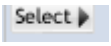
If the change is made too late for your salary to be paid into the account in the current pay month, the payroll team will contact you to confirm this.

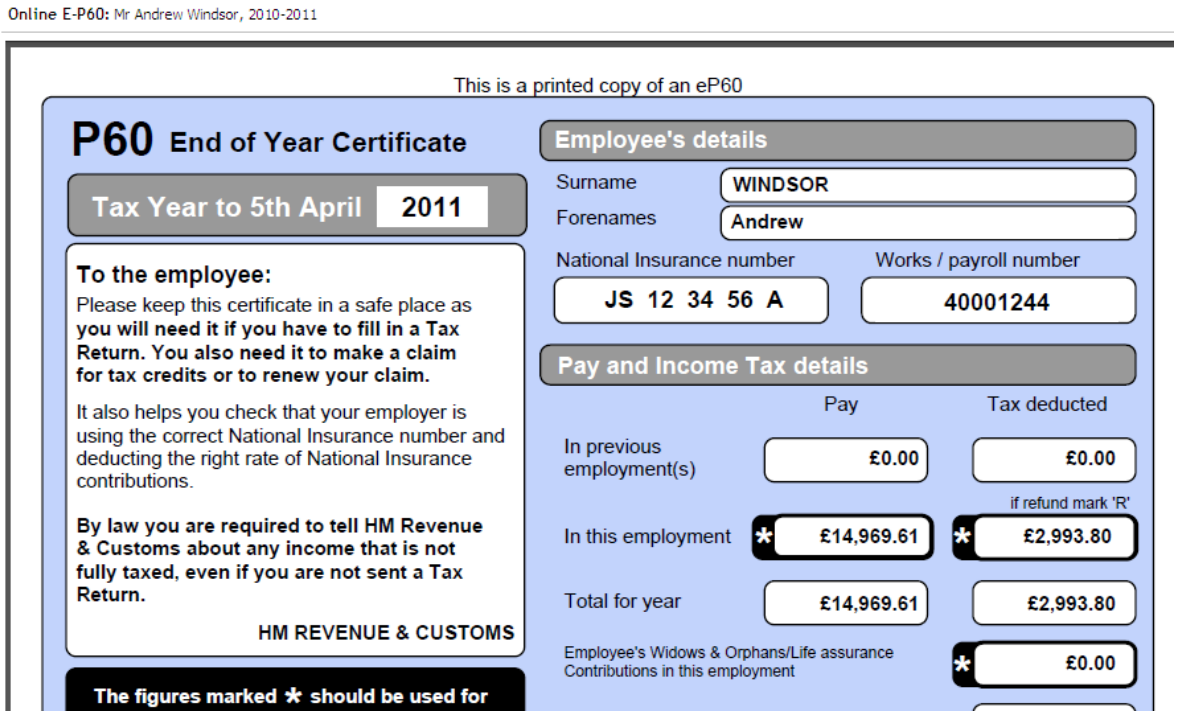
We recommend that changes are made 10 days before pay day.

P60

P60 information is found using the

button

The most current Tax Year P60 can be viewed using 


Online E-P60: Mr Andrew Windsor, 2010-2011
This is a printed copy of an eP60
P60 End of Year Certificate
Tax Year to 5th April 2011
To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a Tax Return. You also need it to make a claim for tax credits or to renew your claim.
It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.
By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a Tax Return.
HM REVENUE & CUSTOMS
The figures marked * should be used for
Employee's details
Surname
WINDSOR
Forenames
Andrew
National Insurance number
JS 12 34 56 A
Works / payroll number
40001244
Pay and Income Tax details
Pay
Tax deducted
In previous employment(s)
£0.00
£0.00
if refund mark 'R'
In this employment
£14,969.61
£2,993.80
Total for year
£14,969.61
£2,993.80
Employee's Widows & Orphans/Life assurance Contributions in this employment
£0.00

Please ensure that if you choose to print your P60 that you do so carefully e.g. a safe environment, printer is easily accessible and you can retrieve quickly.

Your Payslip Options

Over summer 2013, we will be rolling out e-Payslips to all staff. The last paper payslips will be printed in July 2013.

Once we stop producing printed payslips, there are three ways you will be able to access your payslip, these are:

1. Access your payslip through the “Show my payslip” function in HR Connect Self Service
2. Your e-Payslip is emailed to your @napier.ac.uk email account
3. Your e-Payslip is emailed to an external email account of your choice

The most secure way to view your payslip is through HR Connect Self Service. However, should you choose to have an e-Payslip sent to you, please be aware that it is more secure to use your @napier.ac.uk email address, rather than a personal email address e.g. Hotmail, Google.

Please note:
The University endeavours to deliver email communication and attachments sent to its staff in a secure manner. However, the University cannot accept responsibility and excludes any liability for loss or damage which may result from sending an email communication and any attachments annexed thereto, to an external email address. Should any member of staff elect to have any email communication and attachments sent to an external email address, this is undertaken at the staff member's own risk.

How do e-Payslips work?

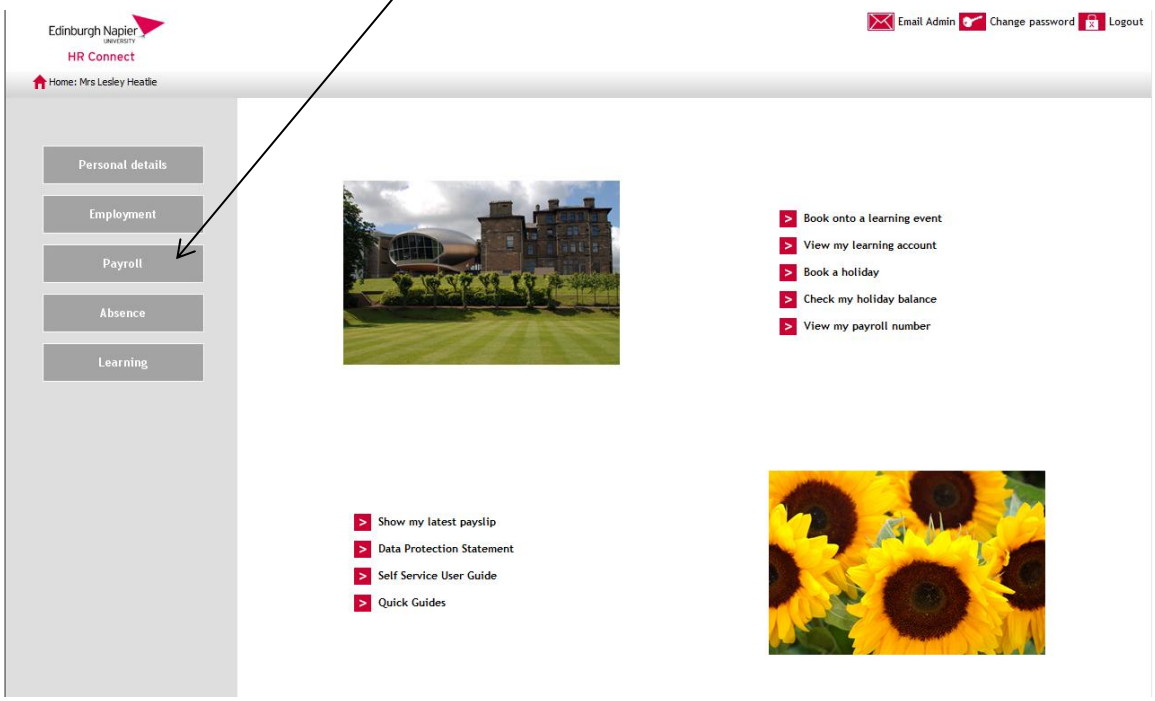
When your payslip is emailed to you, it arrives as a message attachment. You will need a password to open the attachment. This password is set by you and should be different to your University password. You have the ability to set and manage this password in HR Connect Self Service.

Whilst the password can be anything you would like it to be, we would stress that from a security perspective, you should use a combination of upper and lower case characters as well as letters and numbers. You can find more information on what makes a good password here. To minimise the amount of personal information on the e-Payslip format we have designed it so it does not include your bank account details or your National Insurance number.

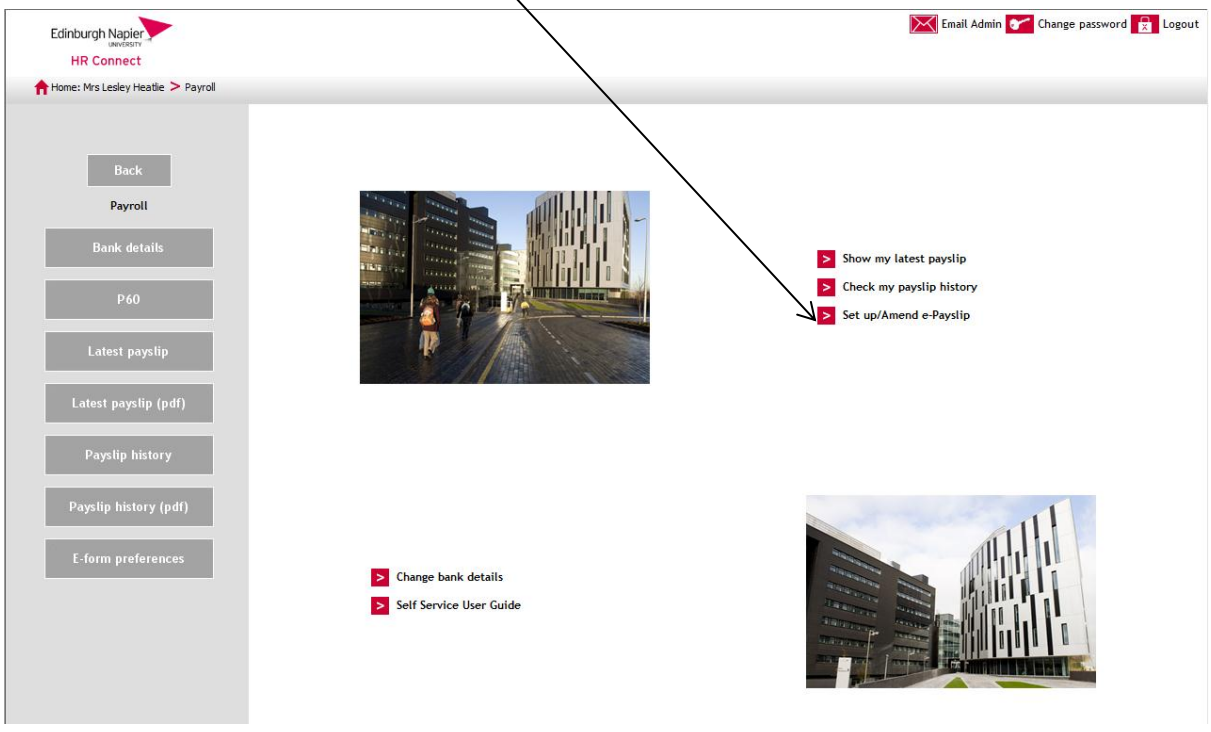
Setting up your e-Payslip

To receive your e-Payslip, you need to go into HR Connect to set the email address and password for it. HR Connect can be accessed here and you should log in using your University log in details.

Once you have logged in, select 'Payroll' from the main menu.

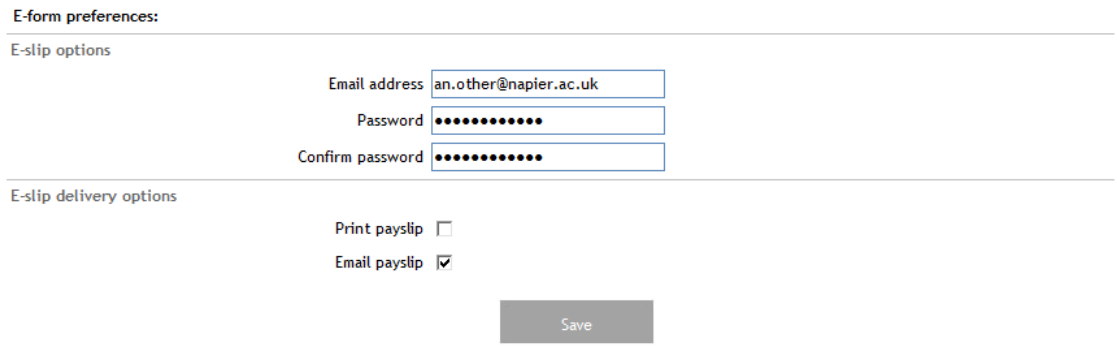


From the 'Payroll' screen, select 'Set up/amend e-Payslip'



This takes you to the E-form preferences screen shown below. Here, you should

1. Enter your email address and chosen password – confirming it as well.
2. Tick the box against 'Email payslip' to ensure that you do receive it by email.
3. If you no longer wish to receive a paper payslip you can un-tick "Print Payslip." After mid August 2013 you will not be able to view or amend the Print Payslip option.



Once you complete the details, click 'Save'. Please note, if you would rather access your payslip in HR Connect in place of receiving an email or a printed payslip, remove the tick from both the 'Print payslip' and the 'Email payslip' fields on this screen, and then 'Save'.

Please note that you can opt to have the payslip printed **and** emailed to you in parallel July 2013. If you un-tick both boxes you will not receive a printed or e payslip.

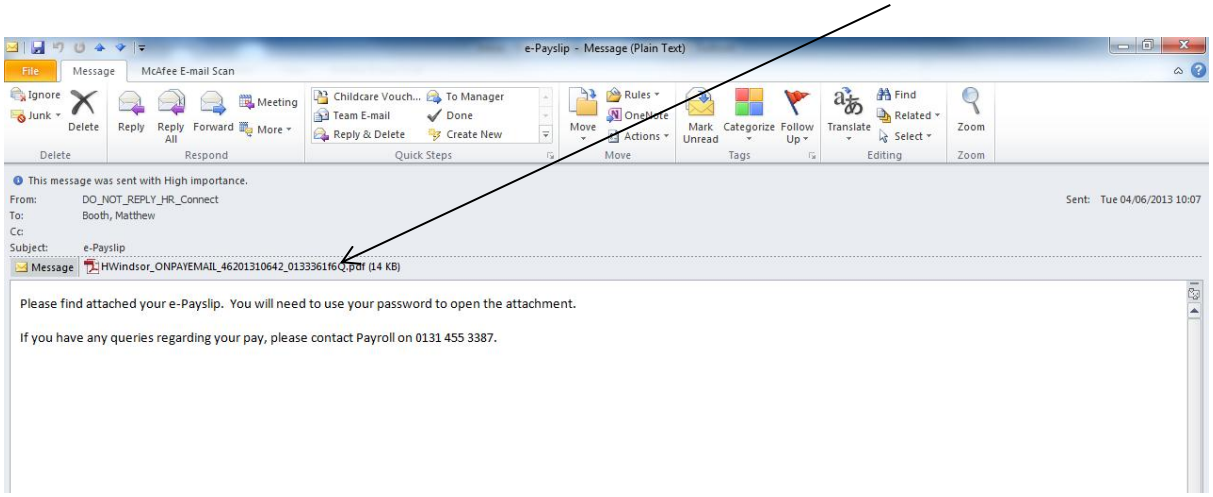
You can change your password at any time, however if you try to access a payslip previously emailed to you, the password required will be the password that was set at the time that particular payslip was generated.

If you forget your password, you can change this by following the same steps as shown above. This will however only take effect when the next e-Payslip is generated.

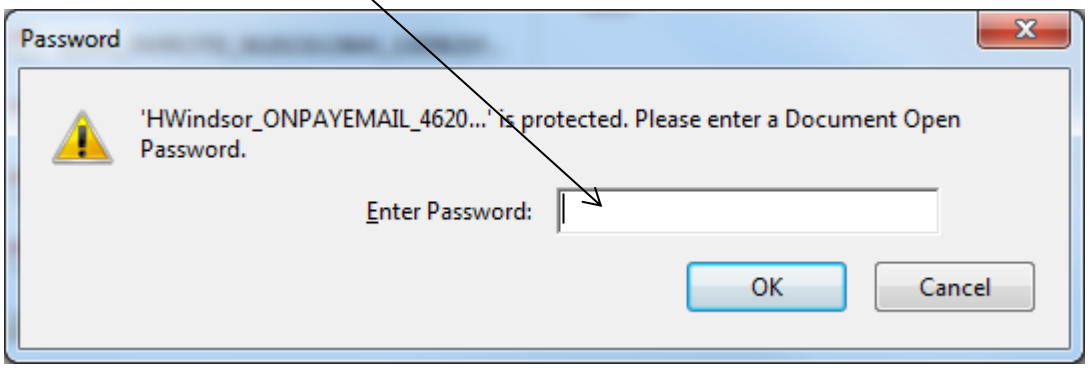
If you require access to your previous payslips, you can access these via HR Connect, by selecting 'Payslip History' from the Payroll menu. This is also how you would access your payslip if you opt out of receiving an e-Payslip as well as the printed payslip.

Receiving your Payslip by Email

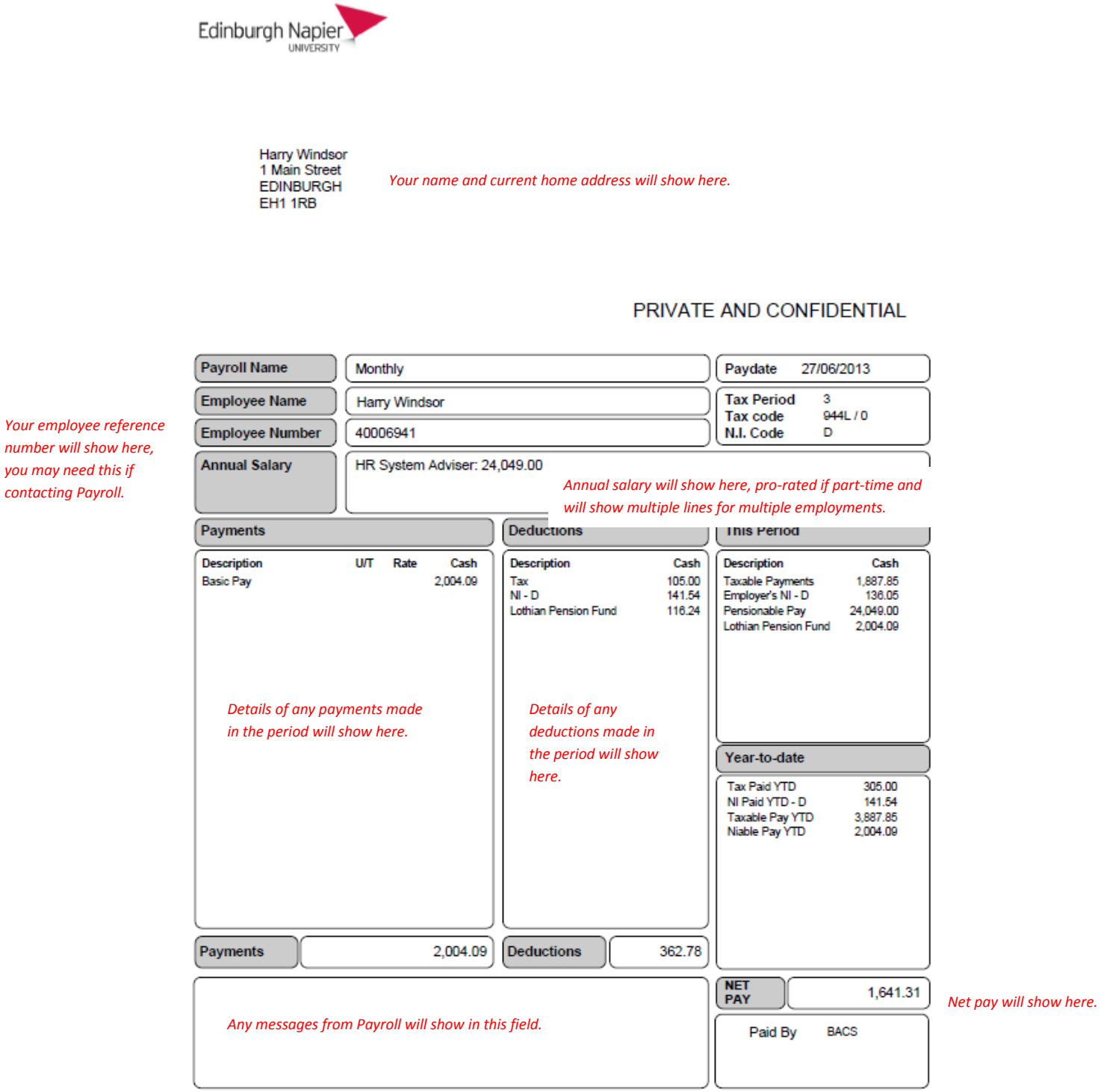
On the day before payday, you will receive an email with your e-Payslip attached, an example of which is shown below. To access your payslip, double click to open the attachment.



And enter your chosen password when prompted.



Your payslip will then open and will look like this:



Edinburgh Napier UNIVERSITY

Harry Windsor
1 Main Street
EDINBURGH
EH1 1RB

Your name and current home address will show here.

PRIVATE AND CONFIDENTIAL

Payroll Name	Monthly	Paydate	27/06/2013
Employee Name	Harry Windsor	Tax Period	3
Employee Number	40006941	Tax code	944L / 0
Annual Salary	HR System Adviser: 24,049.00	N.I. Code	D

Your employee reference number will show here, you may need this if contacting Payroll.

Annual salary will show here, pro-rated if part-time and will show multiple lines for multiple employments.

Payments

Description	U/T	Rate	Cash
Basic Pay			2,004.09

Details of any payments made in the period will show here.

Deductions

Description	Cash
Tax	105.00
NI - D	141.54
Lothian Pension Fund	116.24

Details of any deductions made in the period will show here.

This Period

Description	Cash
Taxable Payments	1,887.85
Employer's NI - D	136.05
Pensionable Pay	24,049.00
Lothian Pension Fund	2,004.09

Year-to-date

Tax Paid YTD	305.00
NI Paid YTD - D	141.54
Taxable Pay YTD	3,887.85
Niable Pay YTD	2,004.09

Payments	2,004.09	Deductions	362.78

Any messages from Payroll will show in this field.

NET PAY	1,641.31
Paid By	BACS

Net pay will show here.

Planned leave

If you are going on planned leave e.g. Maternity leave, then you should consider your options re your payslip. You can continue to log into your Napier email account via the intranet whilst you are on leave. Or you may prefer to amend the e-Payslip email address to a personal one.

Leaving the University

You will only have access to your e-Payslips if they have been delivered to a personal e-mail address and have been retained in your email account or saved onto your PC. If you are leaving the University, we recommend that you take the following action before your employment ends:

- amend the email address to which your e-Payslips are sent to a personal email account to ensure you receive your final e-Payslip, particularly important if you leave before pay day
- print any payslips you might require, e.g. those for the current financial year, before your employment ends; or
- forward your previous e-Payslips to a personal e-mail address

E-Payslip FAQs

What is an e-Payslip?
An e-Payslip is an electronic monthly payslip sent to either your work e-mail account or a personal account of your choosing.

Why are you stopping paper payslips?
Printed payslips take significant time to produce and are expensive to deliver. The use of e-Payslips saves the university money and helps to make us more environmentally friendly.

What is the legal position regarding the provision of payslips?
Employers are required to provide employees with an itemised payslip on or before payday. This requirement is met by the provision of an e-Payslip. An individual can choose to receive it or not.

When will I receive my e-Payslip?
You will normally receive your e-Payslip on the day before you are due to be paid.

Can I print my e-Payslip?
Yes, e-Payslips are provided in a print-friendly format and can be easily downloaded.

What should I do if I think the details on my e-Payslip are wrong?
If you think any of the details are wrong, you should contact Payroll in the first instance. If your address is wrong you should update this via HR Connect.

How long will my e-Payslips remain in HR Connect?
You will be able to access your most recent e-Payslip together with e-Payslips dating back to September 2010.

Will I be able to access my e-Payslips if I leave the University?
You will only have access if your e-Payslips have been delivered to a personal e-mail address and have been retained or saved on a personal computer. If you are leaving the University, we recommend that you do the following action before your last working day.

• amend the email address to which your e-Payslips are sent to a personal email account to ensure you receive your final e-Payslip, particularly important if you leave before pay day; and
• print any payslips you may require, e.g. those for the current financial year, before your employment ends; or
• forward your previous e-Payslips to a personal e-mail address

I haven't received my e-Payslip this month?
You should receive this by pay day – it may be after normal University hours. If not received you should check that your e-Payslip details are set up correctly on HR Connect. If they are correct, then you should contact the Payroll team on ext 3387.

Can the Payroll team tell me what my password is?
No, the password is masked and no one in HR or Payroll can see what it actually is.

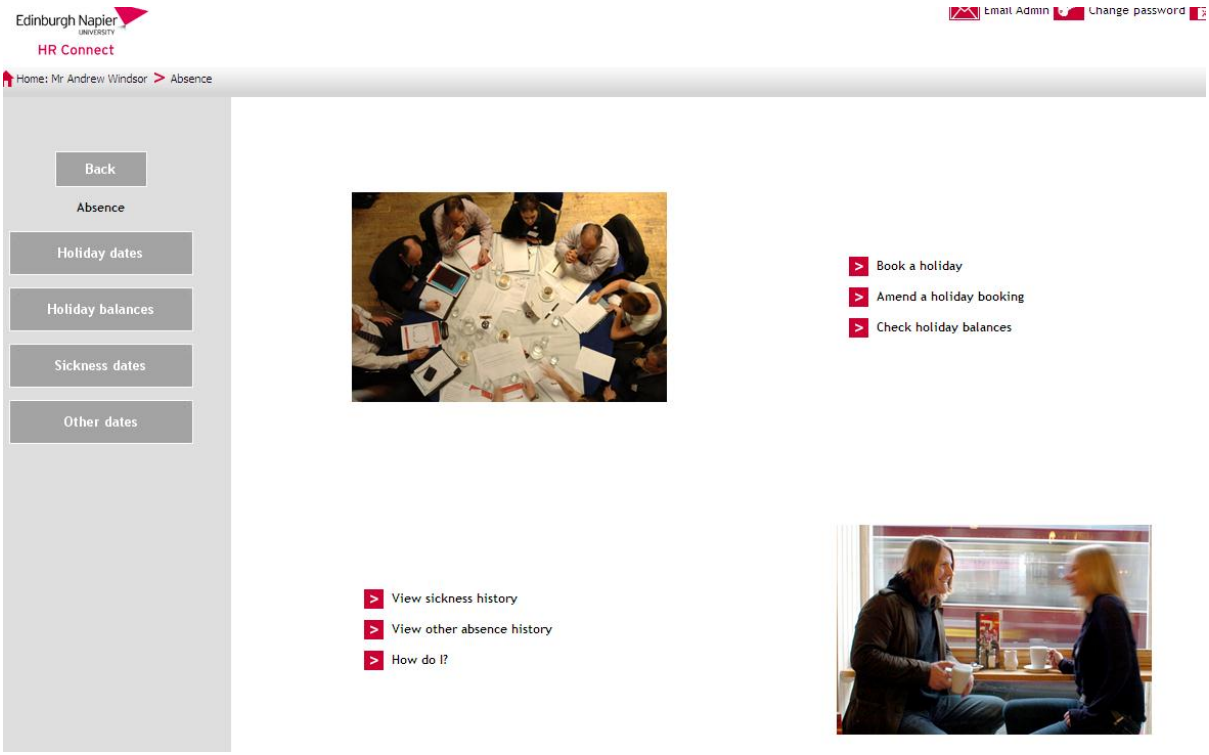
Can I use an e payslip when applying for a mortgage?
Most banks and building societies are now accepting e-Payslips as evidence of earnings although ultimately it is up their company policy. If they require a paper copy you can print off your payslips via HR Connect Self Service or by printing your e payslip

Can I print my e payslip?
Yes you can but if you choose to print your e Payslip, you should take care to protect the confidentiality of your data. Please consider carefully if a printed version is really required as one of the benefits of moving to e payslips is to reduce University use of print resources.

ABSENCES

You must use HR Connect to request holidays, amend holidays and cancel holidays. Historical information like sickness dates is also available to view.

When you select the Absences Box the main screen will refresh and you will be presented with the following screen



Here you can:

Book a holiday

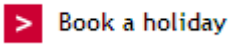
Amend a holiday booking

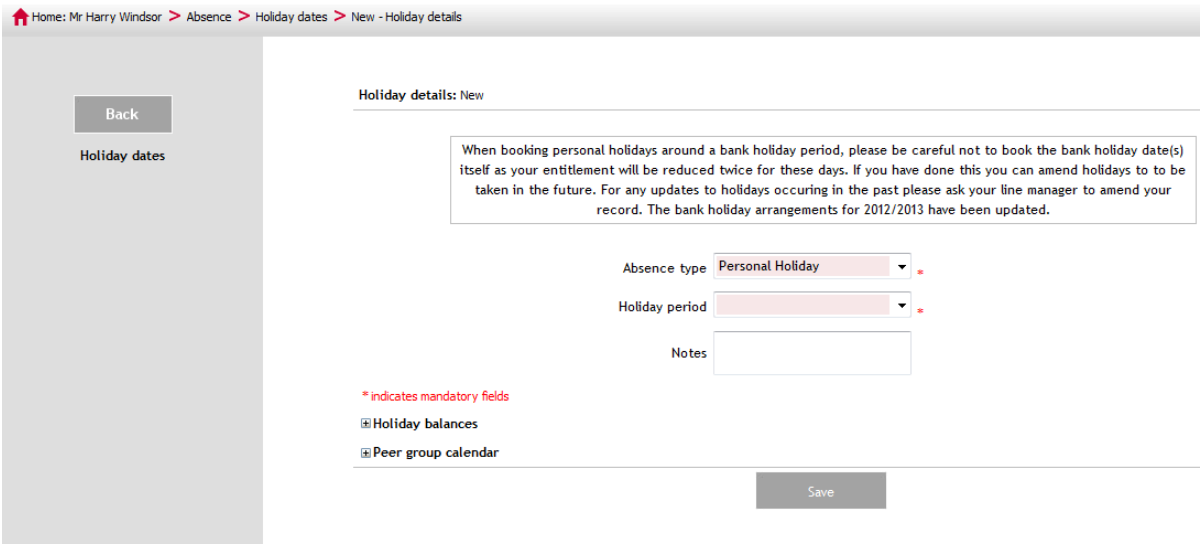
Check holiday balance

View sickness history

View other absence history

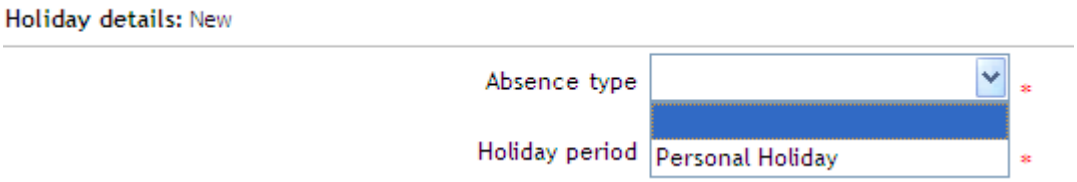
Booking a holiday

To book a holiday select 

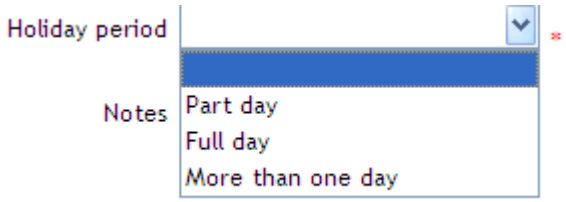

Home: Mr Harry Windsor > Absence > Holiday dates > New - Holiday details
Back
Holiday dates
Holiday details: New
When booking personal holidays around a bank holiday period, please be careful not to book the bank holiday date(s) itself as your entitlement will be reduced twice for these days. If you have done this you can amend holidays to to be taken in the future. For any updates to holidays occuring in the past please ask your line manager to amend your record. The bank holiday arrangements for 2012/2013 have been updated.
Absence type
Personal Holiday
Holiday period
Notes
* indicates mandatory fields
Holiday balances
Peer group calendar
Save

Using the scroll down arrow to select:

1) Absence type

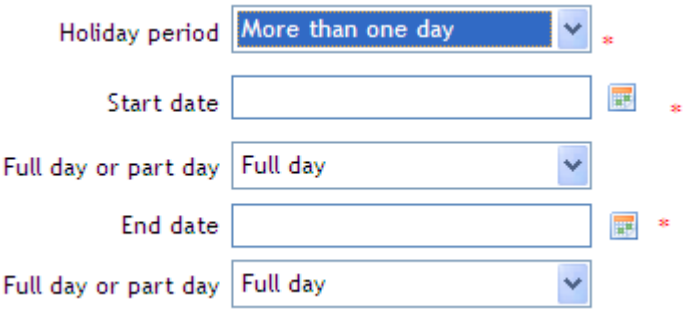


2) Holiday period i.e. part day, full day, more than one day



3) Start Date

4) End Date (if more than one day)



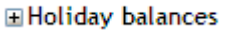
5) Not mandatory but you can enter a note. This goes to your line manager.

6)

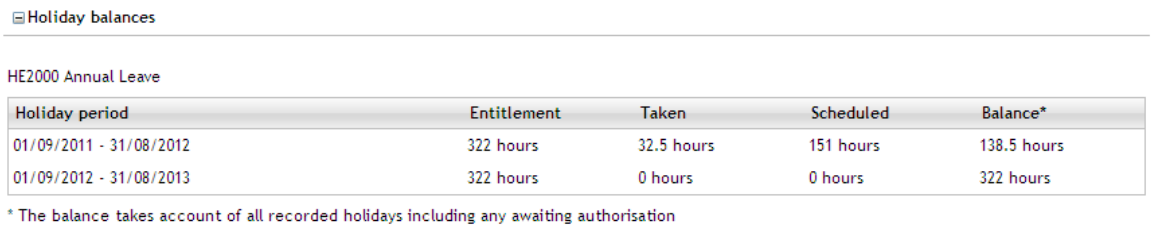
Do not request a holiday on the same day as a bank holiday, otherwise your entitlement will be reduced by double the amount it should be.

If you are booking a number of hours leave e.g. you will need to enter this as a part day with hours entered in the format 00:00.

Holiday Balance

You can also view your holiday balance by clicking on the 

icon



Your holiday entitlement is comprised of entitlement to bank (fixed) holidays and personal holidays. This is pro-rated as appropriate. Entitlement is also adjusted for service related holidays, or to take into account the end of a fixed term contract or secondment.

Taken holiday shows days taken in the past. Scheduled holiday includes future bank holidays and annual leave either authorised or still awaiting authorisation.

A leave entitlement ready reckoner is available for full time staff to convert the balance from hours into days. Alternatively the balance can be divided by the hours in the standard working way.

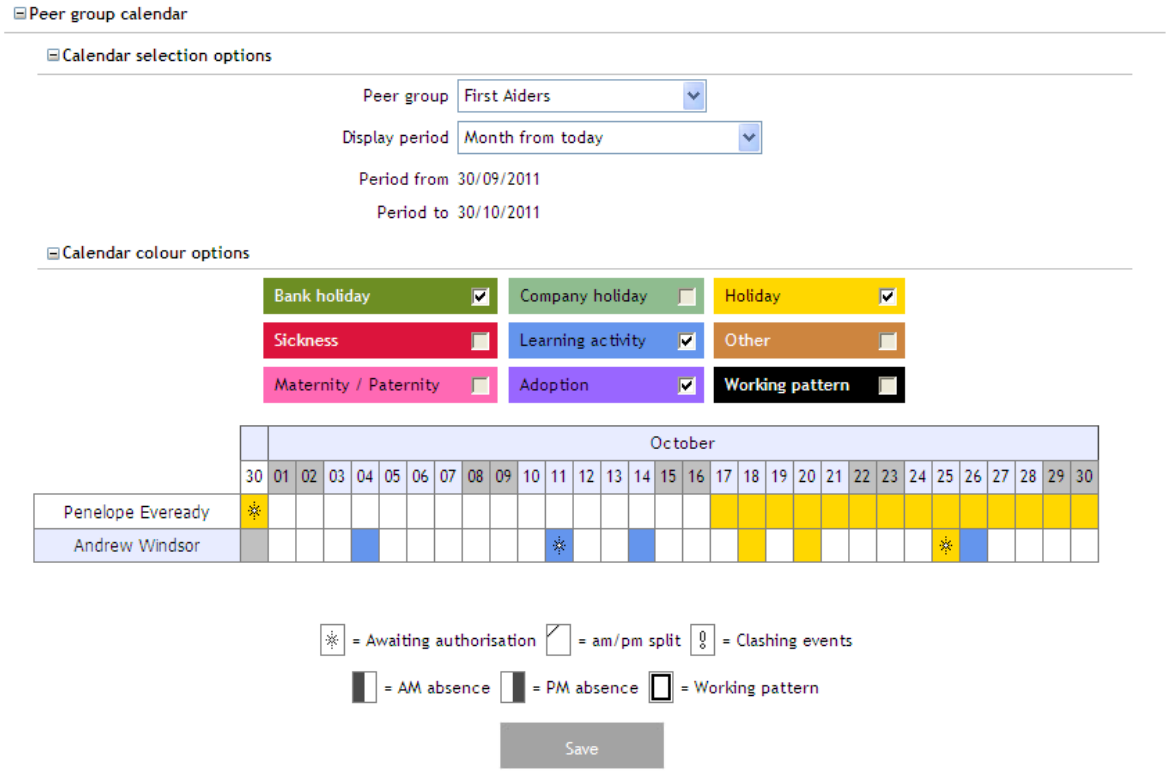
If you have changed roles and as a result changed holiday scheme then you will only view the taken and scheduled time for the current position. However, you HR Adviser will have reviewed the holiday entitlement situation and made any necessary adjustments to ensure that balance is correct.

If you have any questions about your holiday entitlement please raise with your line manager.

Our annual leave policy is available on the intranet – this includes detailed examples of how leave entitlement is calculated for instance when someone joins part way through the leave year or when someone changes working hours.

Peer Group Calendar

If a peer group has been created by your line manager, this will enable you to see the absences being taken by others in the group.

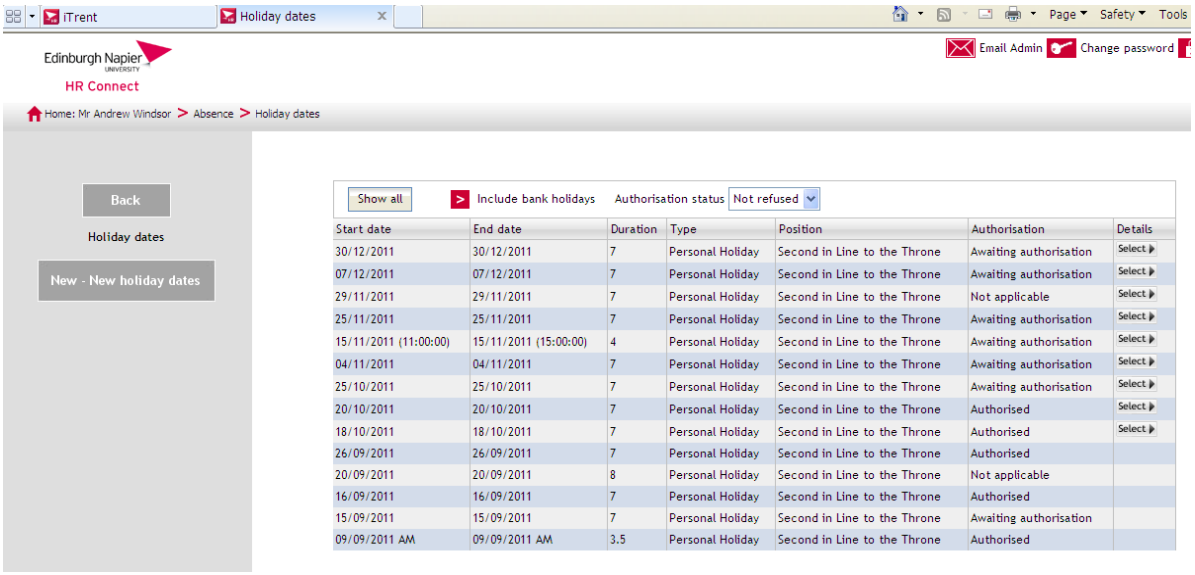


After you have submitted a holiday request your line manager will receive an email. Once they have reviewed and authorised or rejected, you will receive email notification back from them.

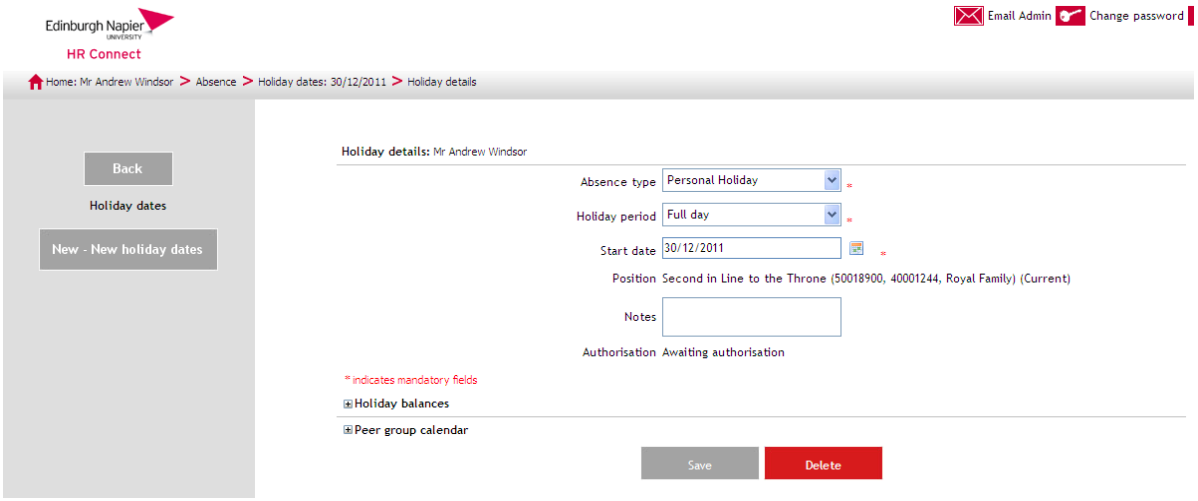
Amend/Cancel a holiday booking

Future booked holidays can be amended or deleted if no longer required. Holidays that were booked in the past but not taken cannot be deleted via Self Service. Your line manager must do this for you.

To amend a holiday booking select > Amend a holiday booking


iTrent
Holiday dates
Page
Safety
Tools
Email Admin
Change password
Edinburgh Napier UNIVERSITY
HR Connect
Home: Mr Andrew Windsor > Absence > Holiday dates
Back
Holiday dates
New - New holiday dates
Show all
Include bank holidays
Authorisation status
Not refused
Start date
End date
Duration
Type
Position
Authorisation
Details
30/12/2011 30/12/2011 7 Personal Holiday Second in Line to the Throne Awaiting authorisation Select
07/12/2011 07/12/2011 7 Personal Holiday Second in Line to the Throne Awaiting authorisation Select
29/11/2011 29/11/2011 7 Personal Holiday Second in Line to the Throne Not applicable Select
25/11/2011 25/11/2011 7 Personal Holiday Second in Line to the Throne Awaiting authorisation Select
15/11/2011 (11:00:00) 15/11/2011 (15:00:00) 4 Personal Holiday Second in Line to the Throne Awaiting authorisation Select
04/11/2011 04/11/2011 7 Personal Holiday Second in Line to the Throne Awaiting authorisation Select
25/10/2011 25/10/2011 7 Personal Holiday Second in Line to the Throne Awaiting authorisation Select
20/10/2011 20/10/2011 7 Personal Holiday Second in Line to the Throne Authorised Select
18/10/2011 18/10/2011 7 Personal Holiday Second in Line to the Throne Authorised Select
26/09/2011 26/09/2011 7 Personal Holiday Second in Line to the Throne Authorised
20/09/2011 20/09/2011 8 Personal Holiday Second in Line to the Throne Not applicable
16/09/2011 16/09/2011 7 Personal Holiday Second in Line to the Throne Authorised
15/09/2011 15/09/2011 7 Personal Holiday Second in Line to the Throne Awaiting authorisation
09/09/2011 AM 09/09/2011 AM 3.5 Personal Holiday Second in Line to the Throne Authorised

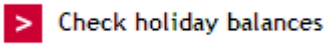
Use the Select function against the holiday date you wish to amend

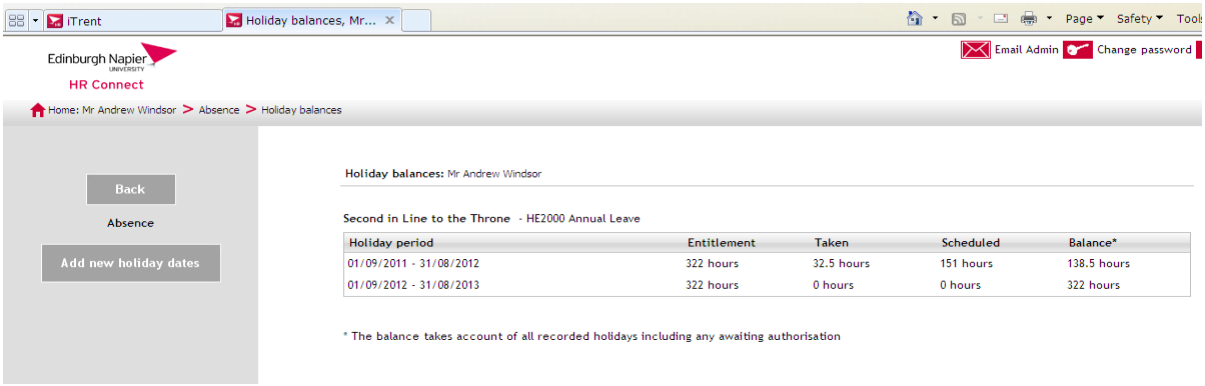


Complete the sections you wish to amend and Save. This will send a request to your line manager to authorise the change. You will receive an email once authorised.

Providing the holiday has not been authorised, you can select Delete. This will send a notification to your line manager.

Check holiday balance

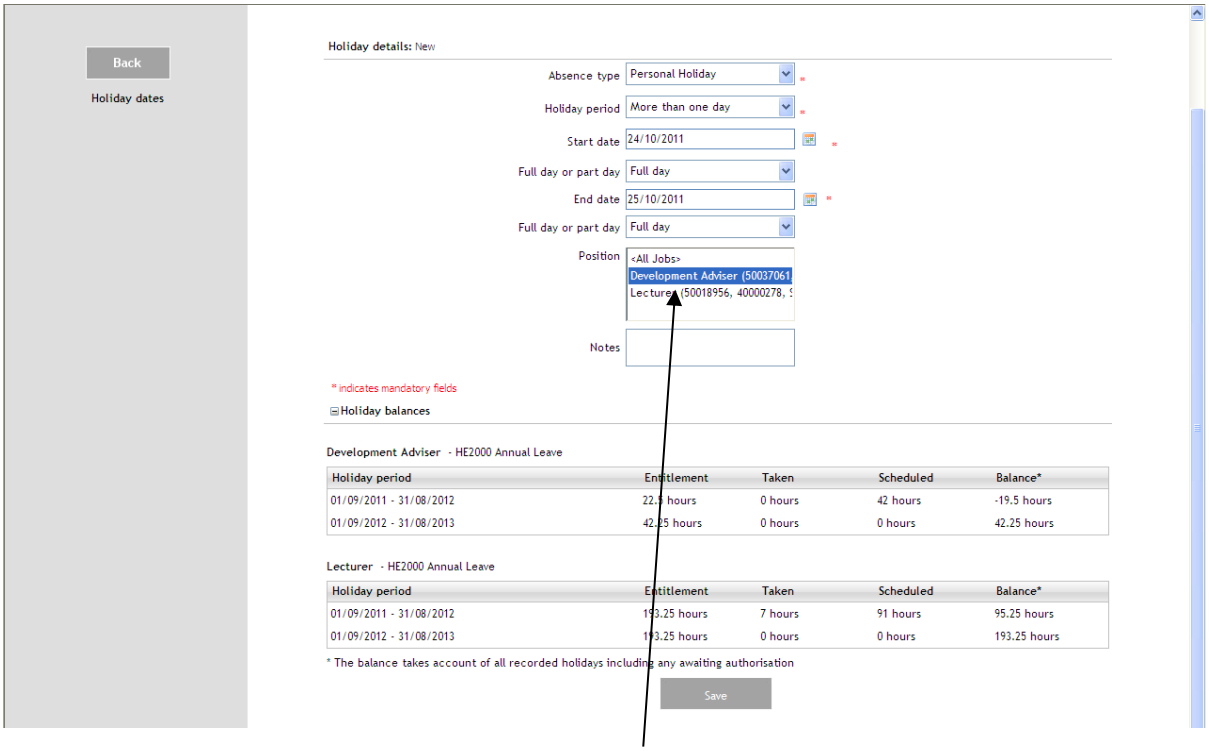
To check your holiday balance select 


iTrent
Holiday balances, Mr...
Page
Safety
Email Admin
Change password
Edinburgh Napier UNIVERSITY
HR Connect
Home: Mr Andrew Windsor > Absence > Holiday balances
Back
Absence
Add new holiday dates
Holiday balances: Mr Andrew Windsor
Second in Line to the Throne - HE2000 Annual Leave
Holiday period | Entitlement | Taken | Scheduled | Balance*
01/09/2011 - 31/08/2012 | 322 hours | 32.5 hours | 151 hours | 138.5 hours
01/09/2012 - 31/08/2013 | 322 hours | 0 hours | 0 hours | 322 hours
* The balance takes account of all recorded holidays including any awaiting authorisation

The balance takes account of all recorded holidays (fixed and annual leave) including any awaiting authorisation.

Multiple Position – Holiday Booking and Entitlement

If you have more than one role in the university, you will need to choose the role that you want to book the leave date(s) against. The choice of role determines who authorises the request.


Back
Holiday dates
Holiday details: New
Absence type: Personal Holiday
Holiday period: More than one day
Start date: 24/10/2011
Full day or part day: Full day
End date: 25/10/2011
Full day or part day: Full day
Position: <All Jobs>
Development Adviser (50037061
Lecturer (50018956, 40000278,
Notes
* indicates mandatory fields
Holiday balances
Development Adviser - HE2000 Annual Leave
Holiday period | Entitlement | Taken | Scheduled | Balance*
01/09/2011 - 31/08/2012 | 22.5 hours | 0 hours | 42 hours | -19.5 hours
01/09/2012 - 31/08/2013 | 42.25 hours | 0 hours | 0 hours | 42.25 hours
Lecturer - HE2000 Annual Leave
Holiday period | Entitlement | Taken | Scheduled | Balance*
01/09/2011 - 31/08/2012 | 193.25 hours | 7 hours | 91 hours | 95.25 hours
01/09/2012 - 31/08/2013 | 193.25 hours | 0 hours | 0 hours | 193.25 hours
* The balance takes account of all recorded holidays including any awaiting authorisation
Save

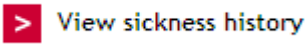
If the leave request is only relevant to one position, and therefore only needs one line manager to authorise it, select that position.

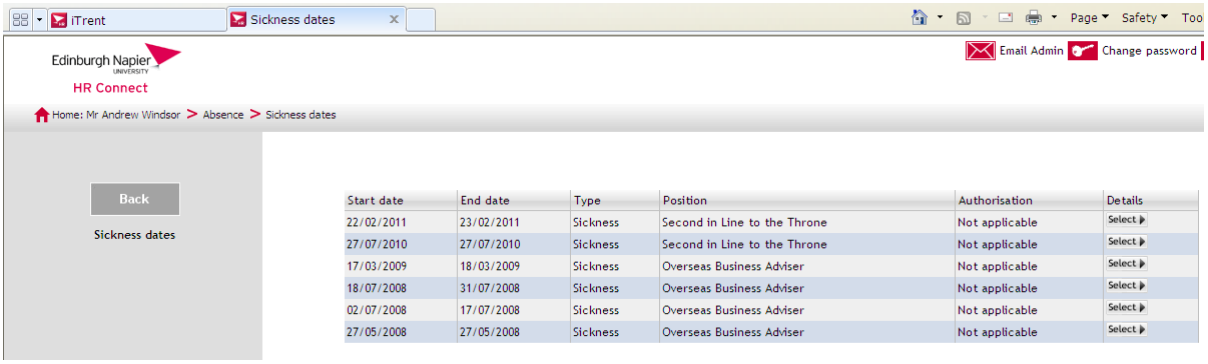
If the leave dates span across all roles then select “<All Jobs>”. An authorisation request will be sent to both line managers and will require authorisation from both before the leave request status becomes “Authorised”.

Holiday balance information is divided across positions and is split depending on the contractual hours in each role.

Your work pattern in each role determines the number of hours taken off of your entitlement, so it is important that your work pattern is correct in both positions. You can verify this with your line manager.

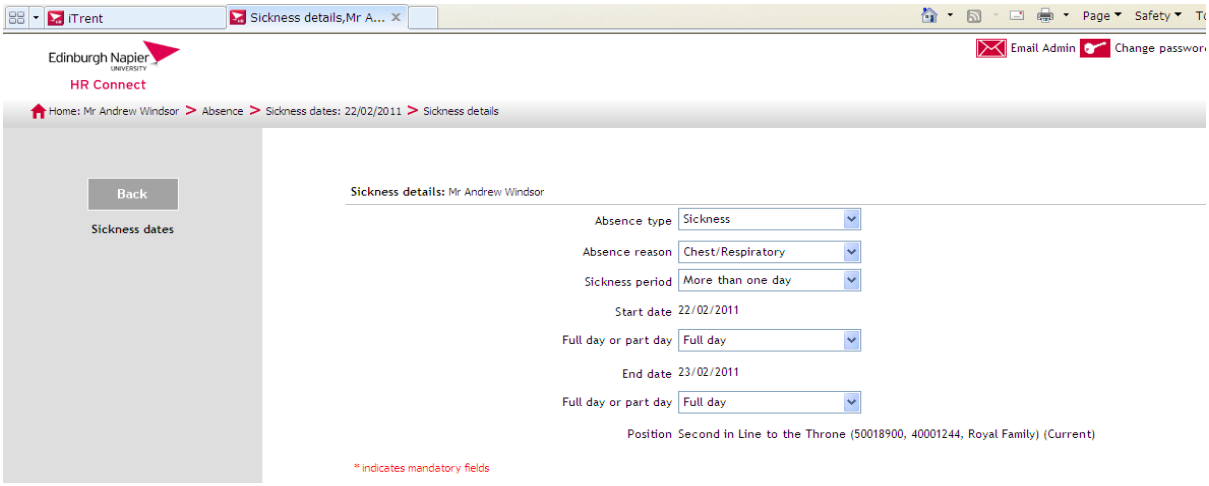
View Sickness/Absence history

To check your sickness history select 

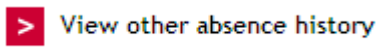

iTrent
Sickness dates
Edinburgh Napier UNIVERSITY
HR Connect
Email Admin
Change password
Home: Mr Andrew Windsor > Absence > Sickness dates
Back
Sickness dates
Start date | End date | Type | Position | Authorisation | Details
22/02/2011 | 23/02/2011 | Sickness | Second in Line to the Throne | Not applicable | Select
27/07/2010 | 27/07/2010 | Sickness | Second in Line to the Throne | Not applicable | Select
17/03/2009 | 18/03/2009 | Sickness | Overseas Business Adviser | Not applicable | Select
18/07/2008 | 31/07/2008 | Sickness | Overseas Business Adviser | Not applicable | Select
02/07/2008 | 17/07/2008 | Sickness | Overseas Business Adviser | Not applicable | Select
27/05/2008 | 27/05/2008 | Sickness | Overseas Business Adviser | Not applicable | Select

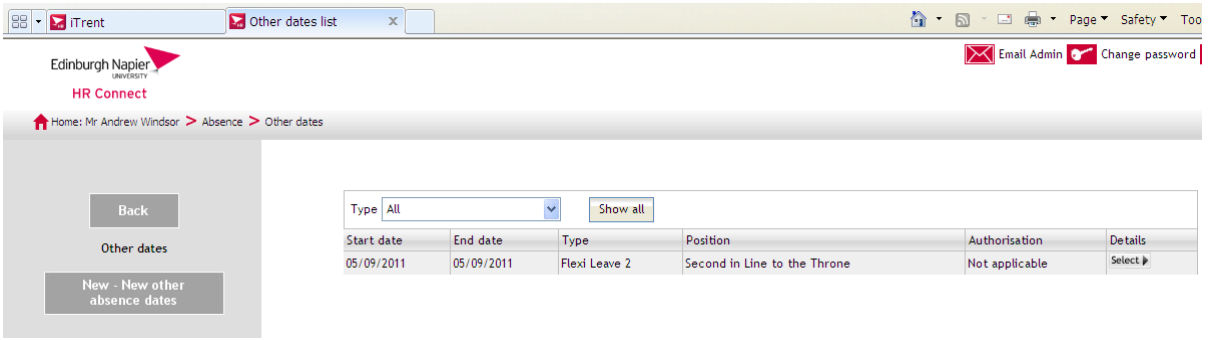
Use the

function against the sickness date you wish to view


iTrent
Sickness details,Mr A...
Edinburgh Napier UNIVERSITY
HR Connect
Email Admin
Home: Mr Andrew Windsor > Absence > Sickness dates: 22/02/2011 > Sickness details
Back
Sickness dates
Sickness details: Mr Andrew Windsor
Absence type Sickness
Absence reason Chest/Respiratory
Sickness period More than one day
Start date 22/02/2011
Full day or part day Full day
End date 23/02/2011
Full day or part day Full day
Position Second in Line to the Throne (50018900, 40001244, Royal Family) (Current)
* indicates mandatory fields

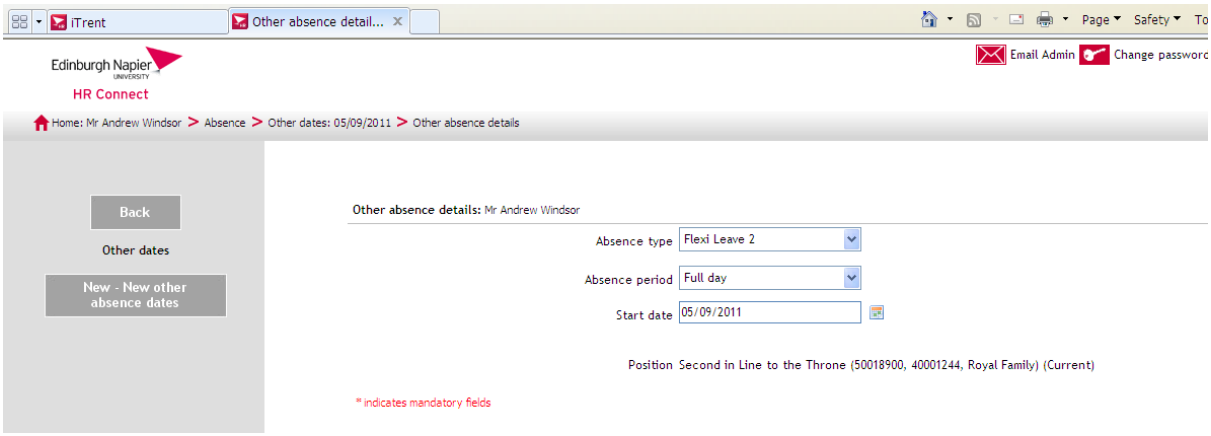
View other absence history

To view other absence history select 


iTrent
Other dates list
Edinburgh Napier UNIVERSITY
HR Connect
Email Admin
Change password
Home: Mr Andrew Windsor > Absence > Other dates
Back
Other dates
New - New other absence dates
Type All
Show all
Start date | End date | Type | Position | Authorisation | Details
05/09/2011 | 05/09/2011 | Flexi Leave 2 | Second in Line to the Throne | Not applicable | Select

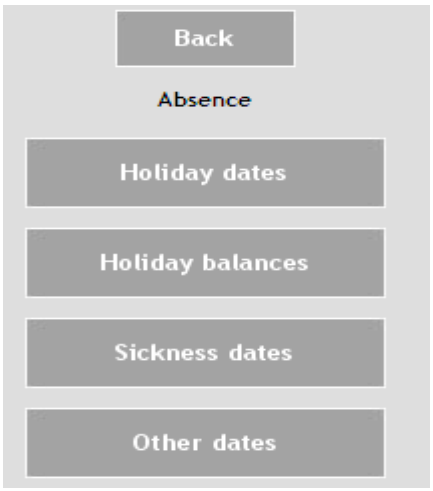
NB Sickness/other absence information cannot be amended here. If you do have any queries then liaise with your line manager or payroll team.

Use the function against the absence date you wish to view



Shortcuts

Clicking any off the Grey Box's found in the left hand columns will take you directly to the points covered in this section

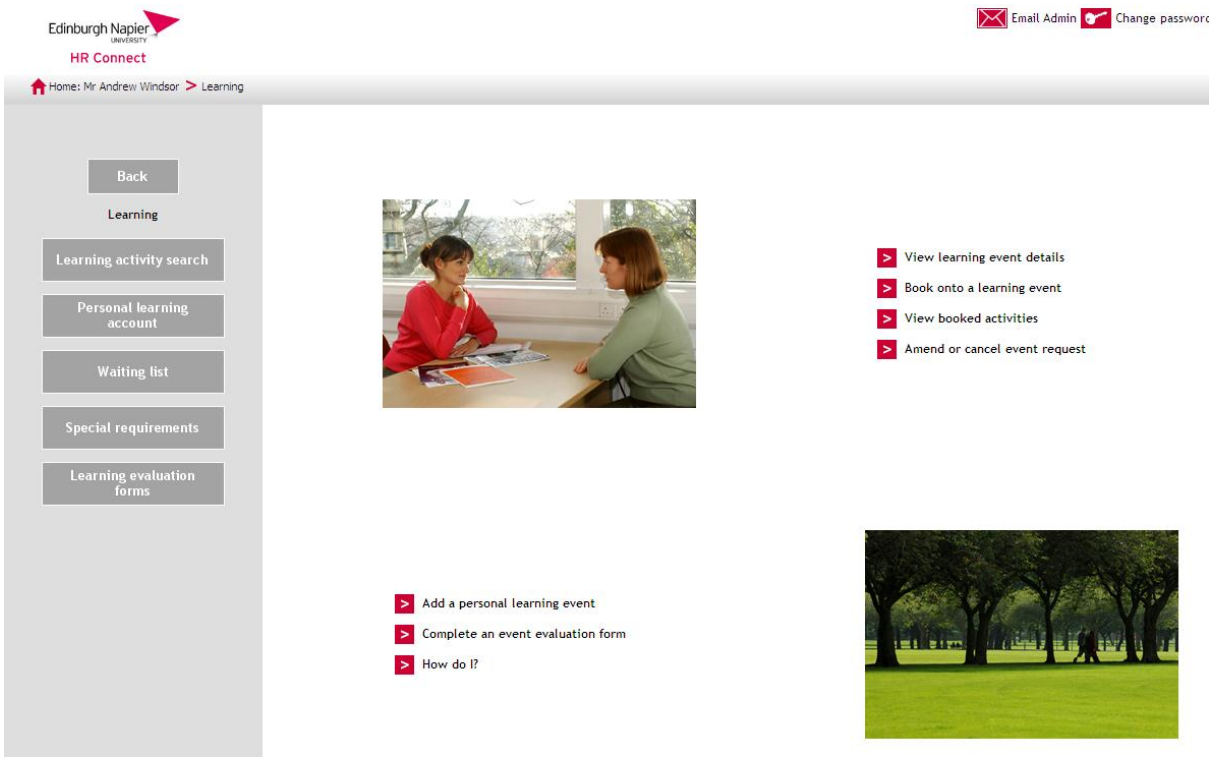


LEARNING

Basic Principles

In HR Connect you can request a place on a learning event that is planned to take place in the future. If events do not have a date scheduled, but they would meet your learning needs, you can request a place on an event waiting list.

When you select the Learning Box the main screen will refresh and you will be presented with the following screen



Here you can:

View learning event details

Book onto a learning event

View booked activities

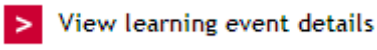
Amend or cancel event request

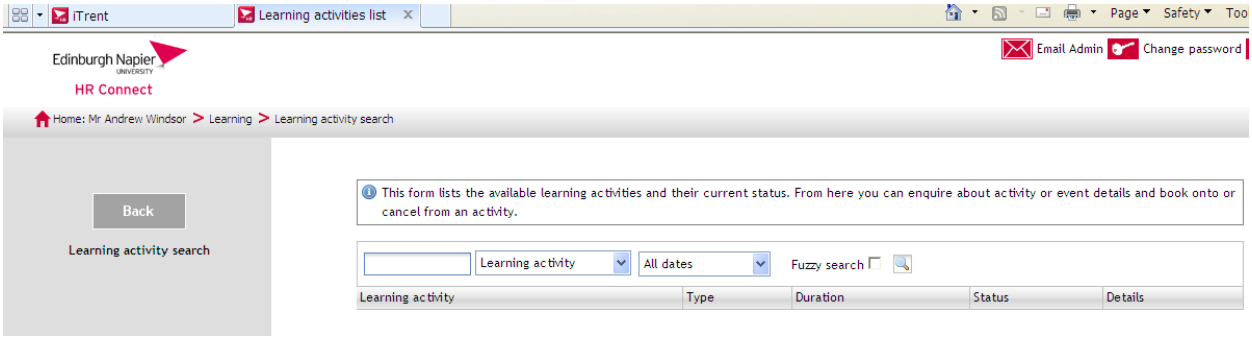
Add a personal learning event

Remove yourself from a learning event

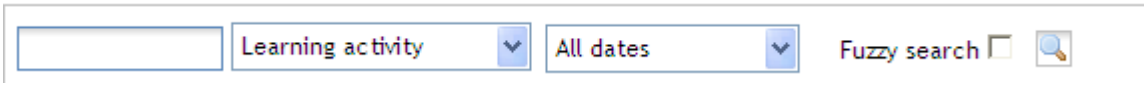
Remove yourself from a waiting list

View learning event details & book onto a learning event

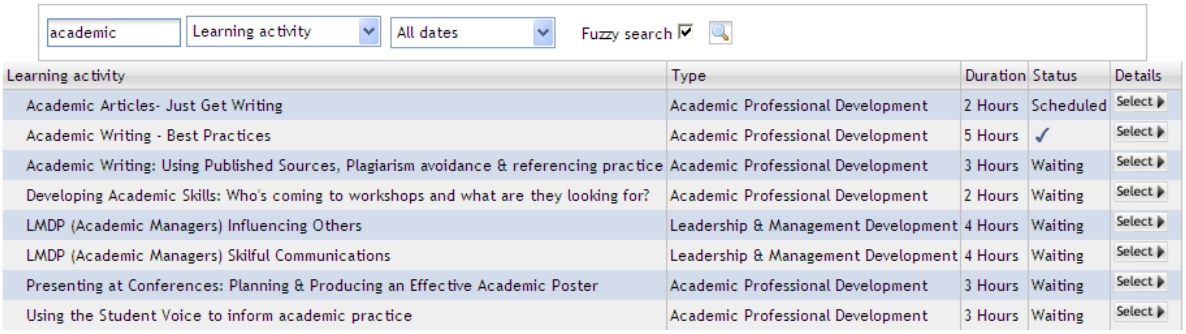
To view **learning event details** select 



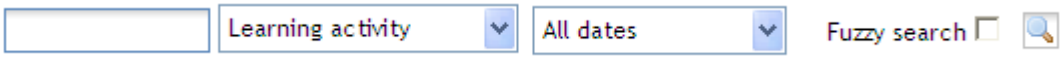
You can select from the following options:



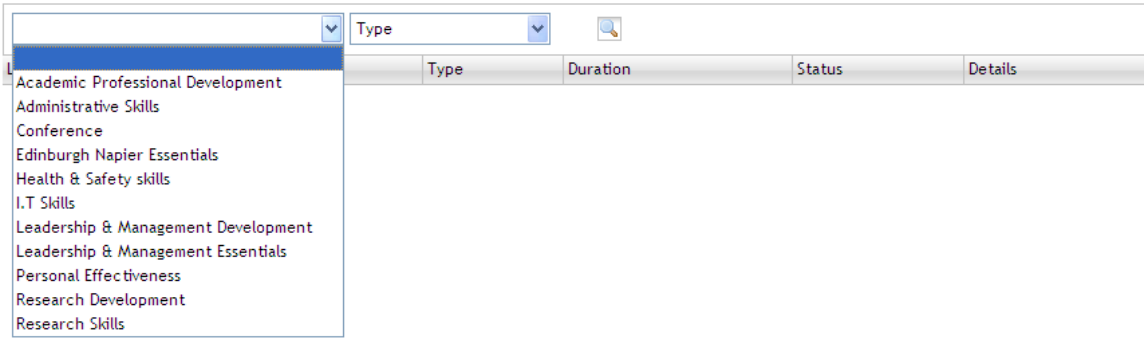
Fuzzy search - type in the word you are looking for then



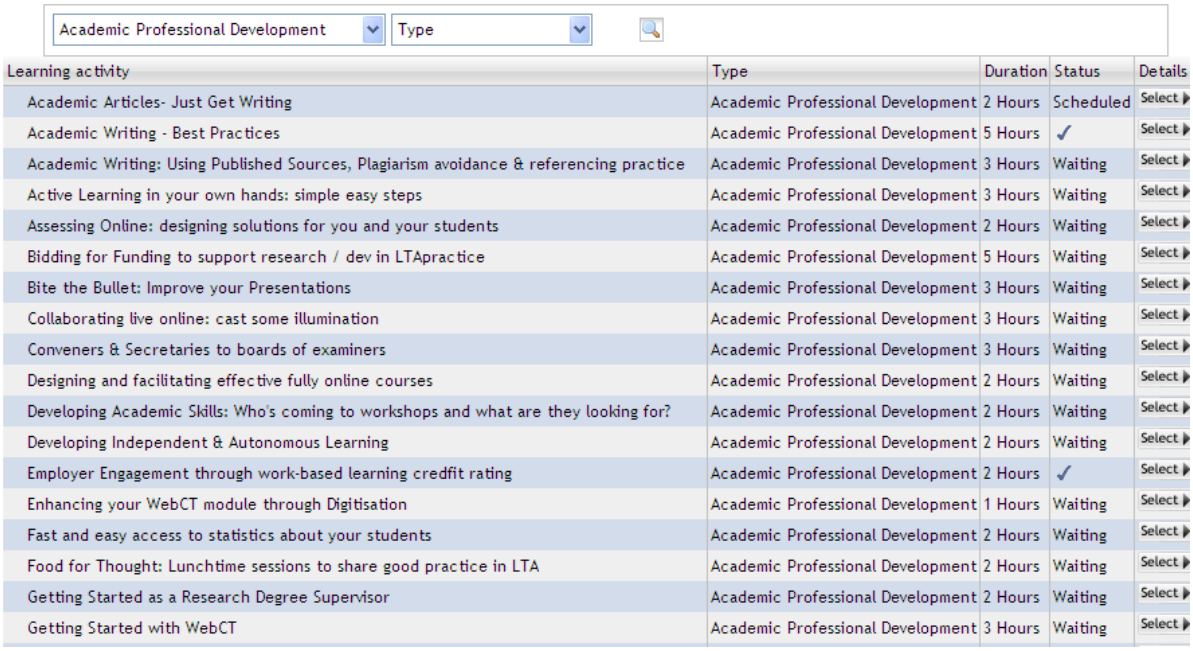
All dates then - this will show you all learning events



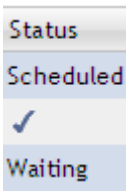
Learning activity - use the drop down arrow to select Type then



Now select from the list provided and



Each learning activity has a status showing i.e. waiting, scheduled or a green tick

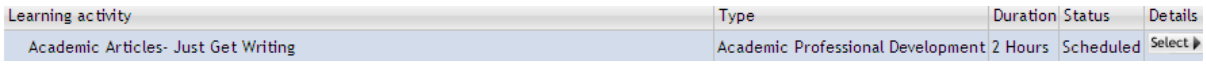


Scheduled – dates available to book/spaces left

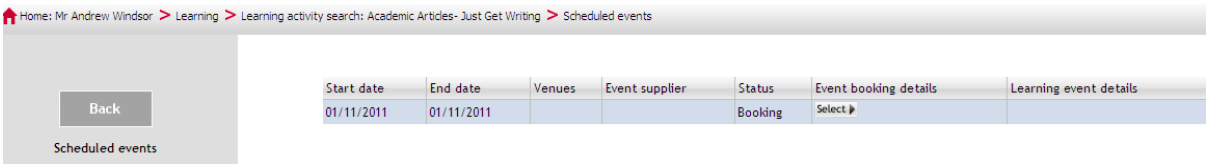
Green Tick – you have requested a place

Waiting – you are on the waiting list for the event and will be contacted when a space becomes available

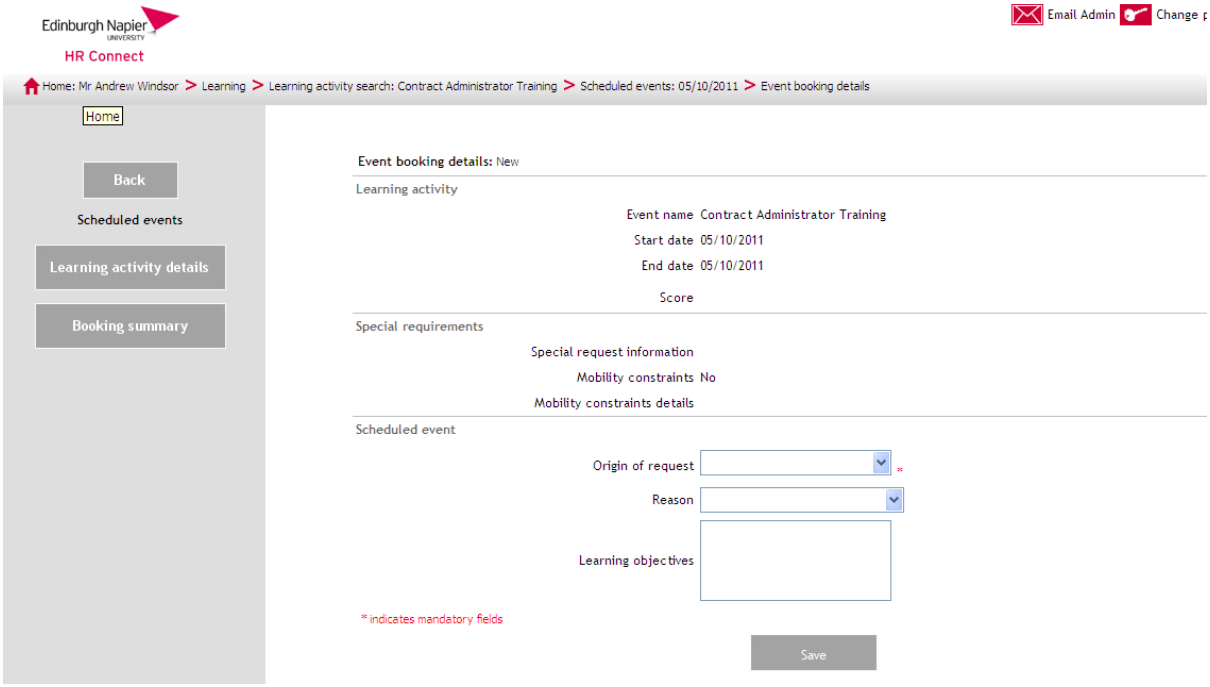
Go to the required learning activity and Select



In the instance of a Scheduled event you will see that the event booking details has a Select option

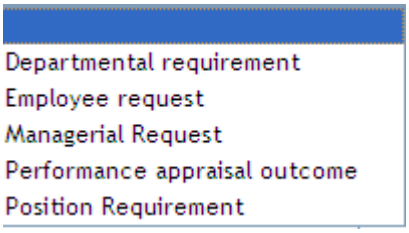


Once selected you will then need to complete the following fields



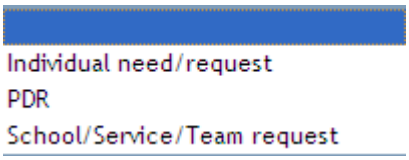
Origin of Request

This field is for you to record *why* the training/development need arose. Use scroll down arrow for options



Reason

Select a reason from the drop down arrow



Learning Objectives

This part of the page enables you to note 3 objectives you have for the Learning Event. What 3 things would you like to know or be able to do as a result of attending the session?

E.g. For a Recruitment & Selection Course

1. To be able to effectively apply ENU's recruitment processes and procedures
2. To refresh my interviewing skills in relation to selection interviewing
3. To be included on the trained recruiters list

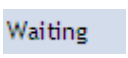
This information will help you identify with your line manager how the development will benefit you, your team, the University and how it relates to your PDR (Personal Development Review)

By completing this field, you also help the facilitator to prepare further for the session by identifying any particular development needs.

Once sections have been completed

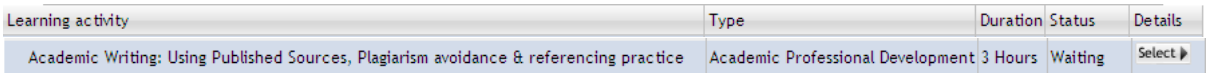
Your line manager will receive an email either asking them to authorise your attendance, or notifying them of it. The need to do this depends on the type of event.

You will also receive an email confirming that your request is awaiting authorisation.

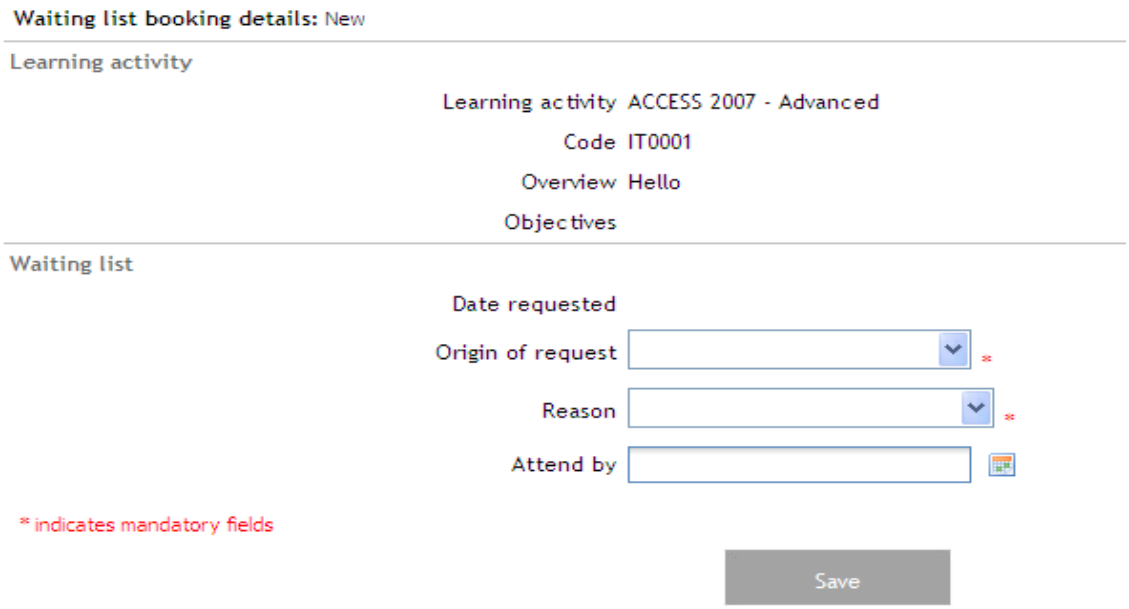
Where status shows 

click on the

option

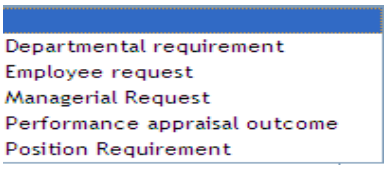


Once selected you will then need to complete



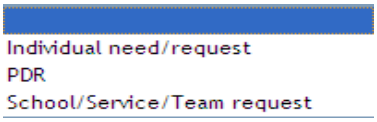
Origin of Request

This field is for you to record *why* the training/ development need arose. Use scroll down arrow for options



Reason

Select a reason from the drop down arrow



Attend by

This field allows you to enter a date if appropriate and is useful to aid planning of events.

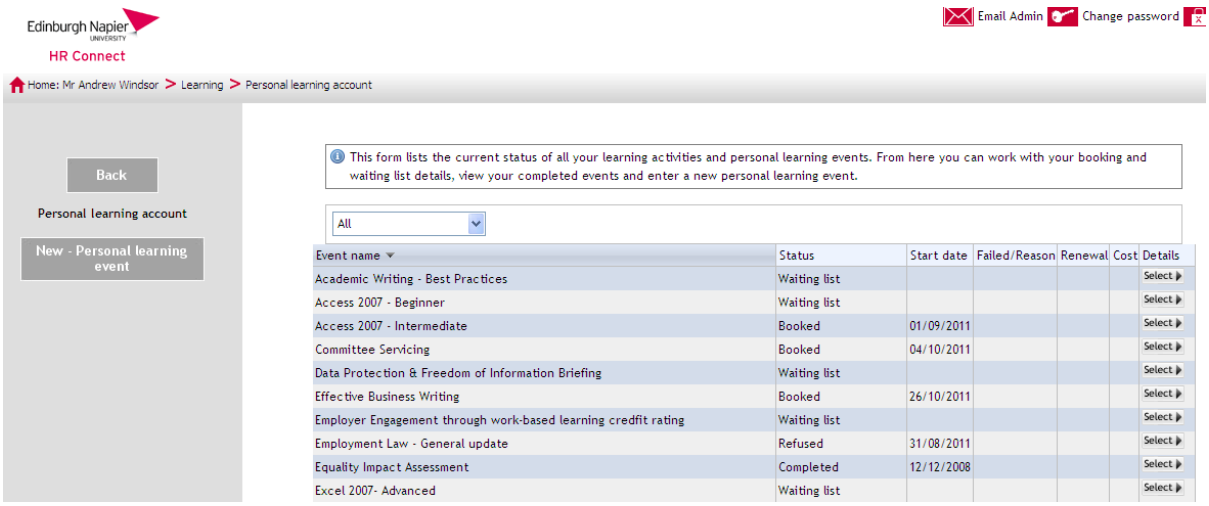
Once sections have been completed

This will send an email to your line manager asking them to authorise you joining the waiting list.

Using the function Learning activity search will provide the same information as clicking on > View learning event details

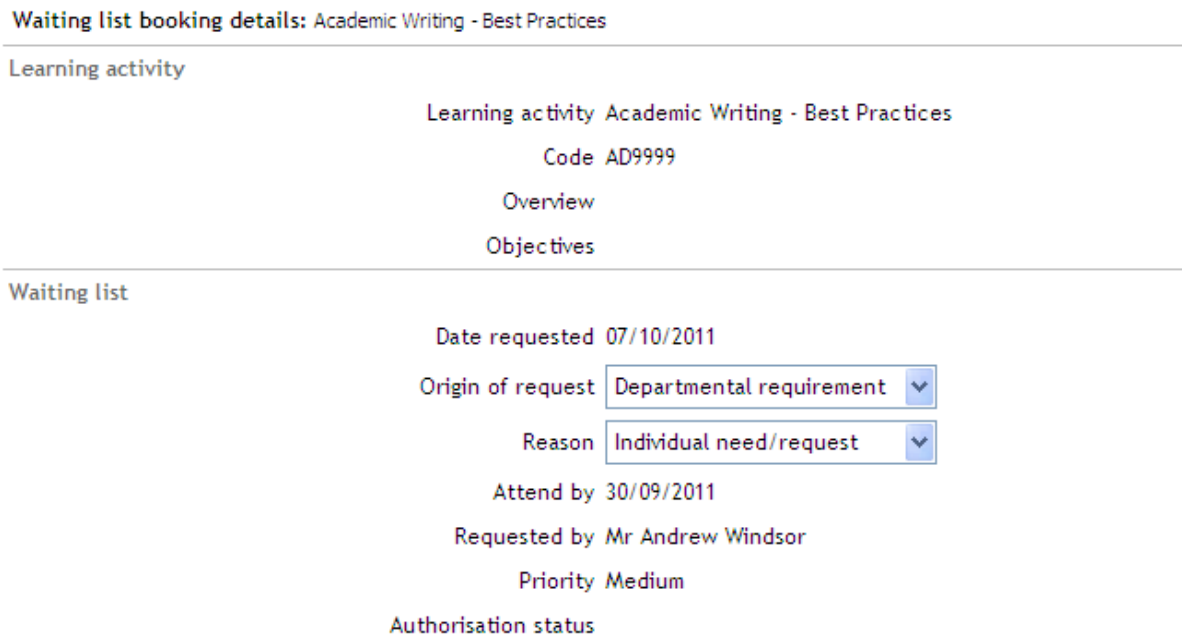
View booked activities

To view booked activities select > View booked activities


Edinburgh Napier UNIVERSITY
HR Connect
Email Admin
Change password
Home: Mr Andrew Windsor > Learning > Personal learning account
Back
Personal learning account
New - Personal learning event
This form lists the current status of all your learning activities and personal learning events. From here you can work with your booking and waiting list details, view your completed events and enter a new personal learning event.
All
Event name | Status | Start date | Failed/Reason | Renewal | Cost | Details
Academic Writing - Best Practices | Waiting list | Select
Access 2007 - Beginner | Waiting list | Select
Access 2007 - Intermediate | Booked | 01/09/2011 | Select
Committee Servicing | Booked | 04/10/2011 | Select
Data Protection & Freedom of Information Briefing | Waiting list | Select
Effective Business Writing | Booked | 26/10/2011 | Select
Employer Engagement through work-based learning credfit rating | Waiting list | Select
Employment Law - General update | Refused | 31/08/2011 | Select
Equality Impact Assessment | Completed | 12/12/2008 | Select
Excel 2007- Advanced | Waiting list | Select

The screen will provide information on all the learning activities and personal learning events that you are currently booked on or waiting to attend for example.

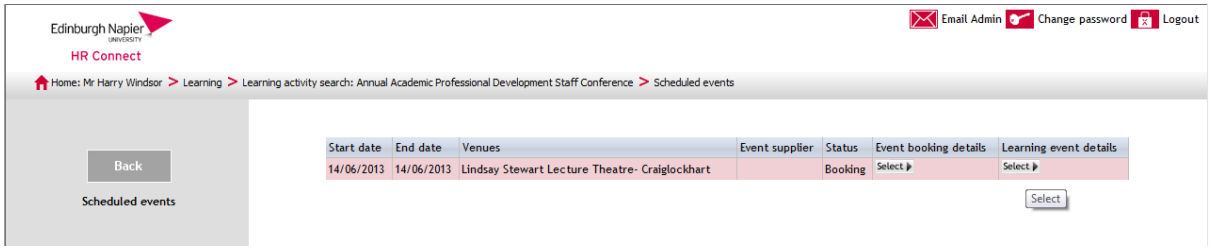
If status is Waiting list go to details and Select option



Event Reminders

As places on events are often booked well in advance, providing that your attendance on the event has been authorised, you and your line manager will receive an email 5 days before the event reminding you that you are due to attend.

At this point, you should look at the Learning Event Details on HR Connect as any prework that needs to be done is detailed here.



Cancelling from a Scheduled Learning Event

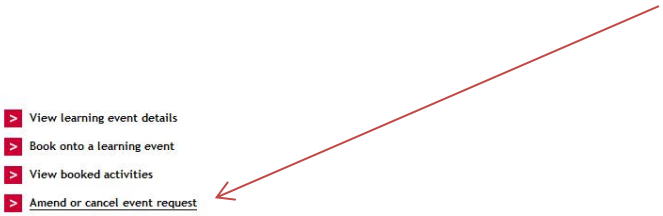
Where you know you are unable to attend an event in advance, for instance because of conflicting work commitments, then you should cancel yourself from the event via HR Connect.

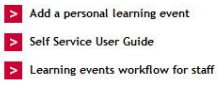
You should cancel from an event as soon as you aware of the need to do so, as some events incur cancellation charges. This can be done via HR Connect.

The learning provider and your line manager will receive an email confirming the cancellation.

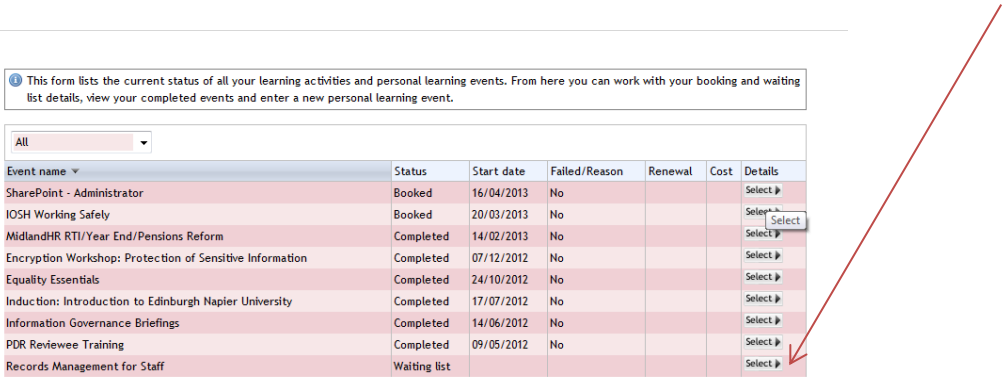
At this point you can decide whether you want to join the waiting list for a future event. Where there is a waiting list for an event, timely cancellation may also give a colleague the opportunity to take your place.

To cancel from an event go the Learning page and choose the “Amend or cancel event request” link.



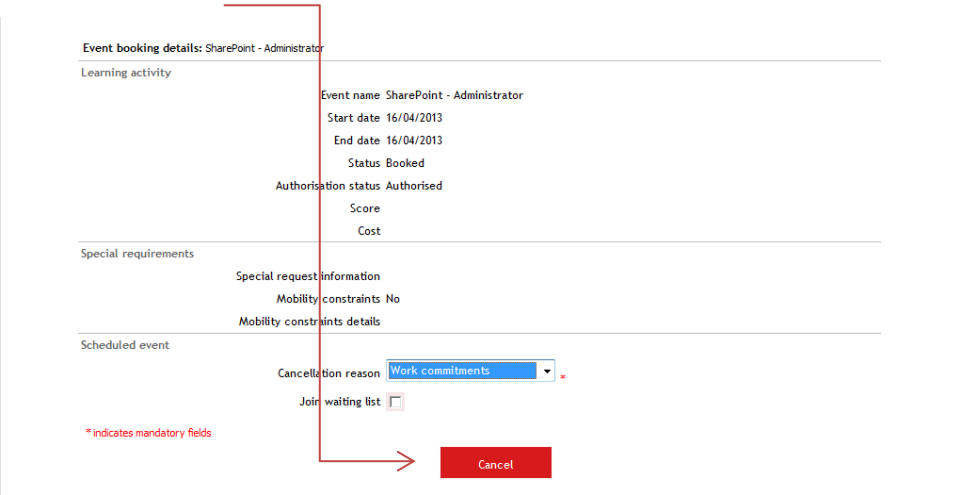


This takes you to your personal learning account. The status shows that you are on the waiting list for Records Management for Staff. To remove yourself from the waiting list choose select.


This form lists the current status of all your learning activities and personal learning events. From here you can work with your booking and waiting list details, view your completed events and enter a new personal learning event.
All
Event name | Status | Start date | Failed/Reason | Renewal | Cost | Details
SharePoint - Administrator | Booked | 16/04/2013 | No | Select
IOSH Working Safely | Booked | 20/03/2013 | No | Select
MidlandHR RTI/Year End/Pensions Reform | Completed | 14/02/2013 | No | Select
Encryption Workshop: Protection of Sensitive Information | Completed | 07/12/2012 | No | Select
Equality Essentials | Completed | 24/10/2012 | No | Select
Induction: Introduction to Edinburgh Napier University | Completed | 17/07/2012 | No | Select
Information Governance Briefings | Completed | 14/06/2012 | No | Select
PDR Reviewee Training | Completed | 09/05/2012 | No | Select
Records Management for Staff | Waiting list | Select

This takes you to the event details. To cancel from the event:

1. Choose the appropriate cancellation reason from the drop down list
2. If you want to go back on the waiting list for the next event tick “Join waiting list”.
3. Press “Cancel”

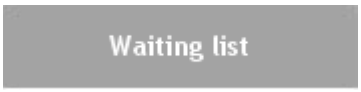


If you are unable to attend an event because of illness, then your line manager should contact the learning provider on your behalf.

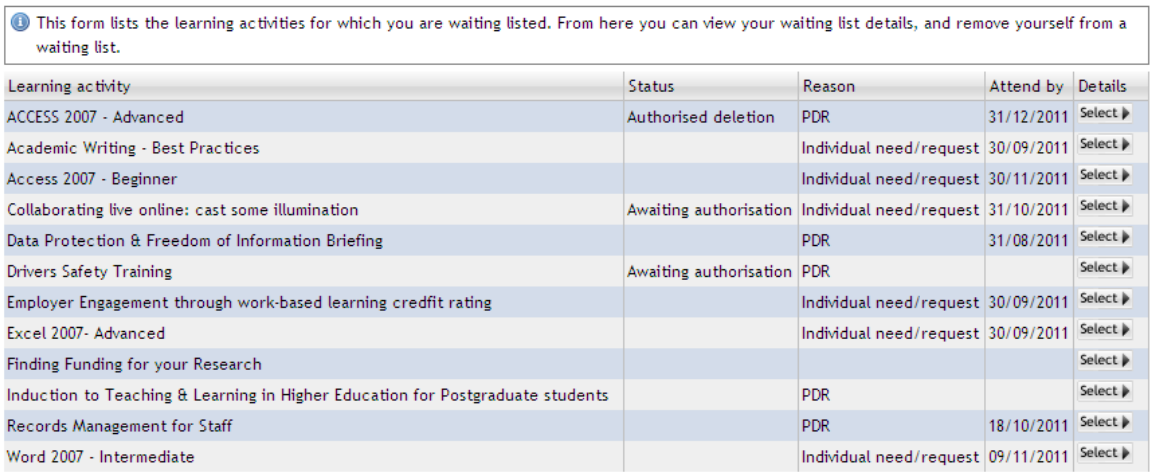
Waiting List

Some learning providers use waiting lists to help plan the forthcoming learning programme. When a place on an event becomes available, you will be allocated that place and advised of the date by email. Your line manager also receives this notification.

If attendance on the allocated date is a problem then you should cancel yourself from the event via HR Connect.



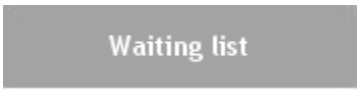
This function will display all the learning activities that you are currently on a waiting list for.


This form lists the learning activities for which you are waiting listed. From here you can view your waiting list details, and remove yourself from a waiting list.

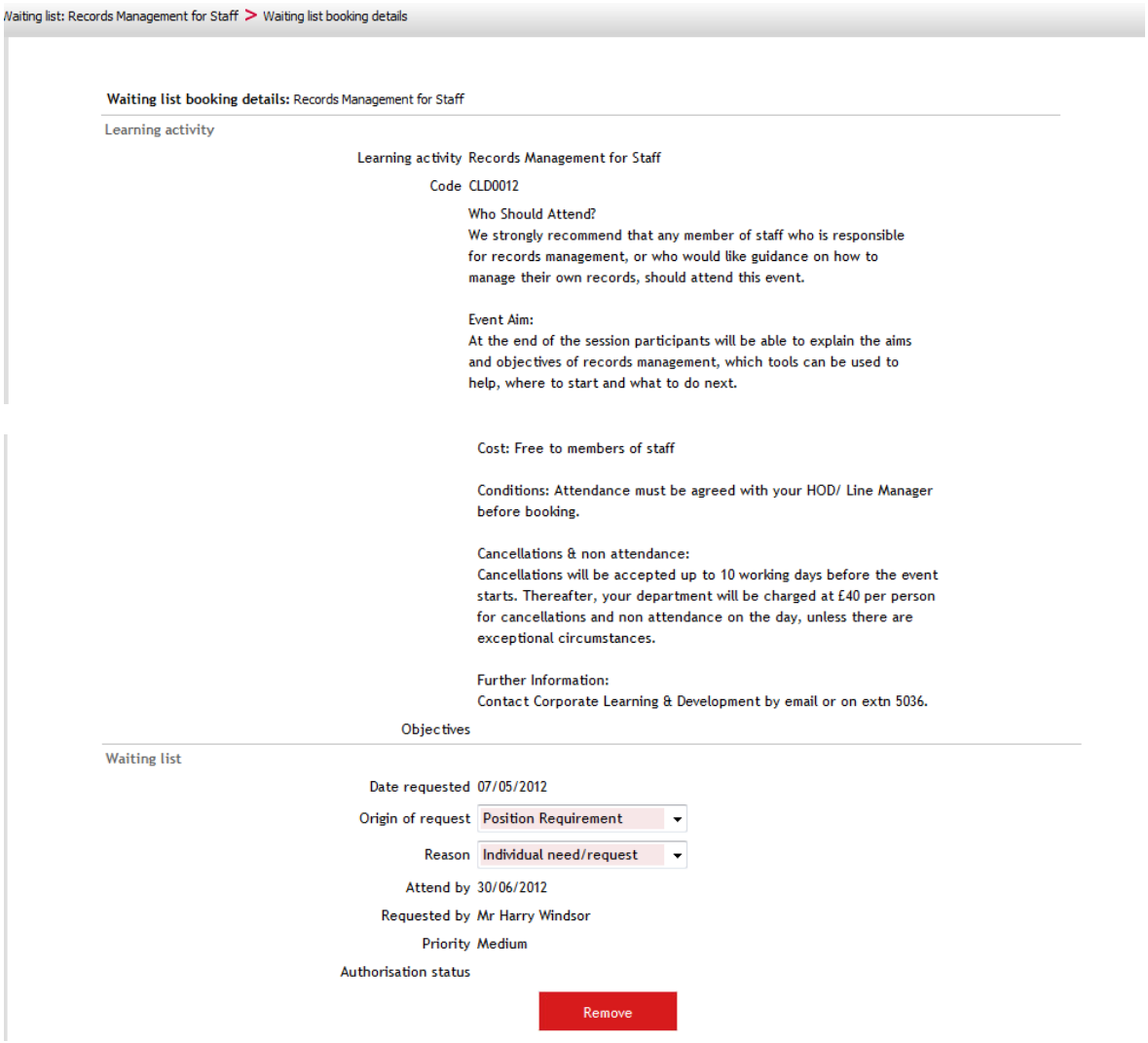
Learning activity	Status	Reason	Attend by	Details
ACCESS 2007 - Advanced	Authorised deletion	PDR	31/12/2011	Select
Academic Writing - Best Practices		Individual need/request	30/09/2011	Select
Access 2007 - Beginner		Individual need/request	30/11/2011	Select
Collaborating live online: cast some illumination	Awaiting authorisation	Individual need/request	31/10/2011	Select
Data Protection & Freedom of Information Briefing		PDR	31/08/2011	Select
Drivers Safety Training	Awaiting authorisation	PDR		Select
Employer Engagement through work-based learning credfit rating		Individual need/request	30/09/2011	Select
Excel 2007- Advanced		Individual need/request	30/09/2011	Select
Finding Funding for your Research				Select
Induction to Teaching & Learning in Higher Education for Postgraduate students		PDR		Select
Records Management for Staff		PDR	18/10/2011	Select
Word 2007 - Intermediate		Individual need/request	09/11/2011	Select

By choosing “Select” you can view the learning activity details

If you no longer want to be on the waiting list for a particular event you should remove yourself from it via HR Connect.



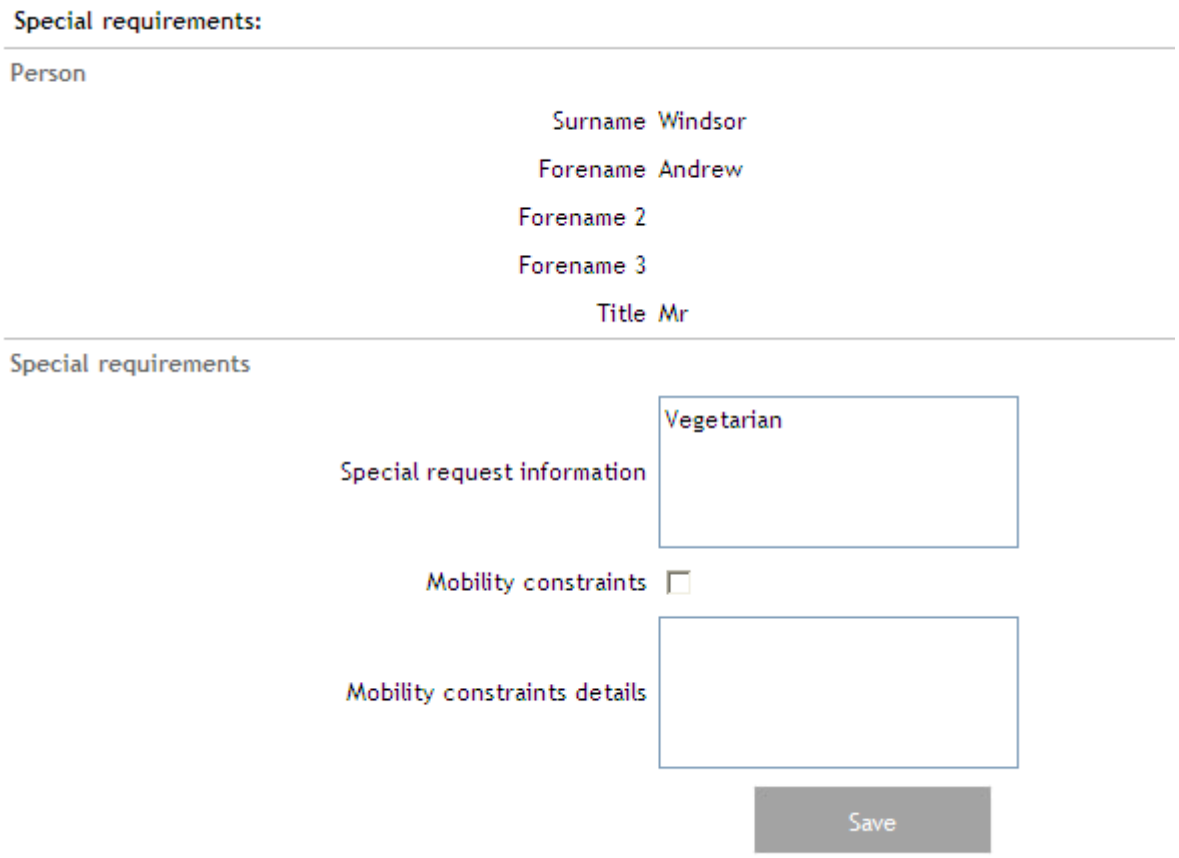
You can do this via the Waiting List Screen by choosing Remove.


Waiting list: Records Management for Staff > Waiting list booking details
Waiting list booking details: Records Management for Staff
Learning activity
Learning activity Records Management for Staff
Code CLD0012
Who Should Attend?
We strongly recommend that any member of staff who is responsible for records management, or who would like guidance on how to manage their own records, should attend this event.
Event Aim:
At the end of the session participants will be able to explain the aims and objectives of records management, which tools can be used to help, where to start and what to do next.
Cost: Free to members of staff
Conditions: Attendance must be agreed with your HOD/ Line Manager before booking.
Cancellations & non attendance:
Cancellations will be accepted up to 10 working days before the event starts. Thereafter, your department will be charged at £40 per person for cancellations and non attendance on the day, unless there are exceptional circumstances.
Further Information:
Contact Corporate Learning & Development by email or on extn 5036.
Objectives
Waiting list
Date requested 07/05/2012
Origin of request Position Requirement
Reason Individual need/request
Attend by 30/06/2012
Requested by Mr Harry Windsor
Priority Medium
Authorisation status
Remove

You can also get to this page via the Personal Learning Account.

Special requirements

This section is for you to record any special requirements that you may have. This is independent from the Sensitive Information Screen where you can record a Disability.



This information is available to all internal learning event providers and helps them with event organisation. If you have indicated that you have a mobility constraint the learning event provider is made aware in case the learning event is being held in a room that has mobility constraints.

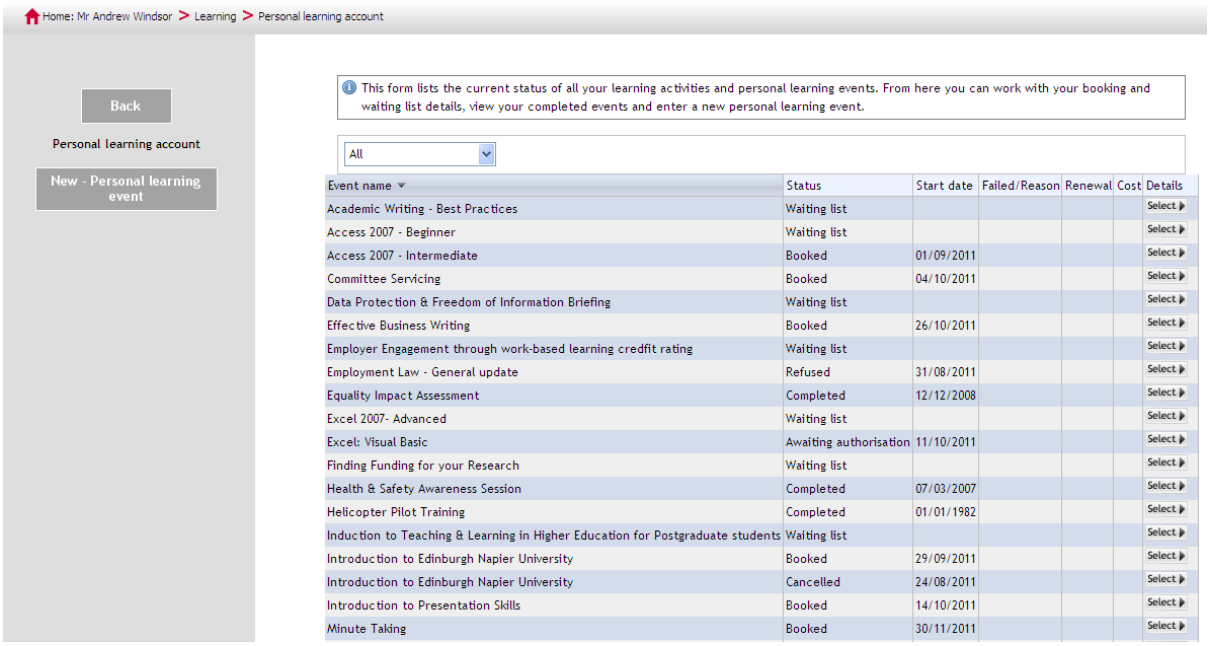
It is not specific to a particular event.

Personal learning account

This area holds your training history at Edinburgh Napier University (from 2004 to present day)

It also shows

- any future events that you have registered to attend through one of our learning providers.
- any events that you are currently on the waiting list for
- any personal learning events that you have added to your record


Home: Mr Andrew Windsor > Learning > Personal learning account
Back
Personal learning account
New - Personal learning event
This form lists the current status of all your learning activities and personal learning events. From here you can work with your booking and waiting list details, view your completed events and enter a new personal learning event.
All

Event name	Status	Start date	Failed/Reason	Renewal	Cost	Details
Academic Writing - Best Practices	Waiting list					Select
Access 2007 - Beginner	Waiting list					Select
Access 2007 - Intermediate	Booked	01/09/2011				Select
Committee Servicing	Booked	04/10/2011				Select
Data Protection & Freedom of Information Briefing	Waiting list					Select
Effective Business Writing	Booked	26/10/2011				Select
Employer Engagement through work-based learning credfit rating	Waiting list					Select
Employment Law - General update	Refused	31/08/2011				Select
Equality Impact Assessment	Completed	12/12/2008				Select
Excel 2007- Advanced	Waiting list					Select
Excel: Visual Basic	Awaiting authorisation	11/10/2011				Select
Finding Funding for your Research	Waiting list					Select
Health & Safety Awareness Session	Completed	07/03/2007				Select
Helicopter Pilot Training	Completed	01/01/1982				Select
Induction to Teaching & Learning in Higher Education for Postgraduate students	Waiting list					Select
Introduction to Edinburgh Napier University	Booked	29/09/2011				Select
Introduction to Edinburgh Napier University	Cancelled	24/08/2011				Select
Introduction to Presentation Skills	Booked	14/10/2011				Select
Minute Taking	Booked	30/11/2011				Select

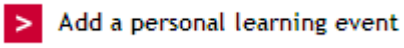
Your line manager can also view your Personal Learning Account via People Manager.

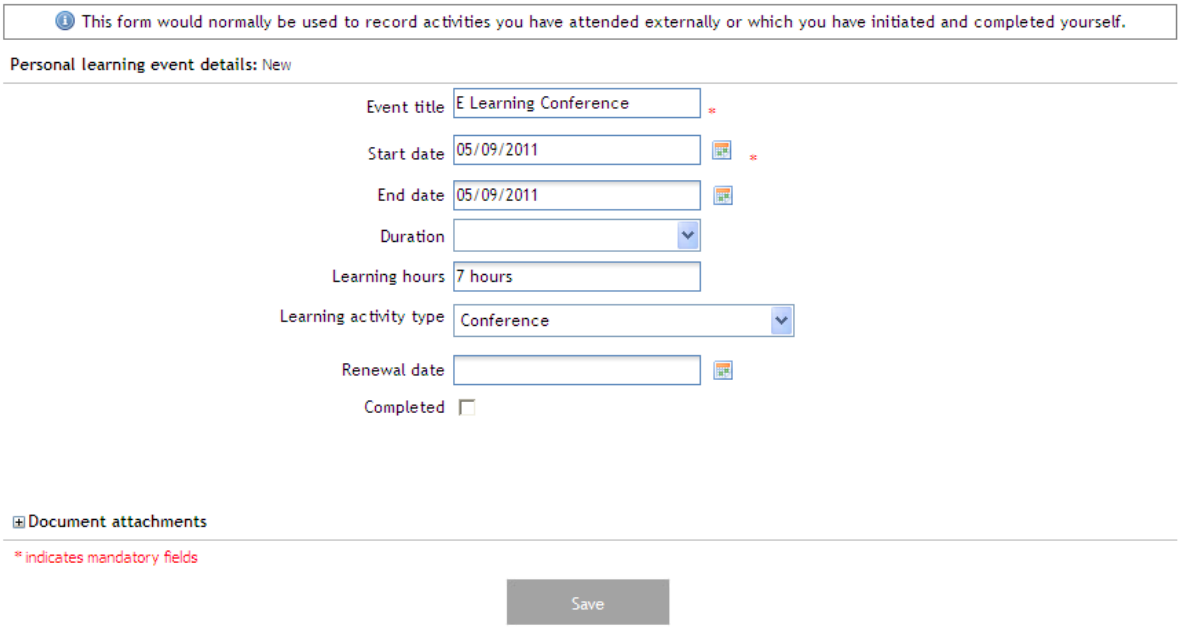
You can record additional development here. This should include any learning you have completed in addition to that provided by Edinburgh Napier University internal providers, eg. attendance at external conferences/training events/seminars.

Please e-mail Corporate Learning and Development or phone ext. 5036 if you are unsure about what to record.

To record a new - personal learning event see below

Personal Learning Events

If you have completed a learning event not organised by one of our learning providers you can use the function 



You can also scan and upload any certification/documentation about the event.

This information is available to your line manager and is useful as part of PDR preparation.

Please ensure that the mandatory fields are completed and click

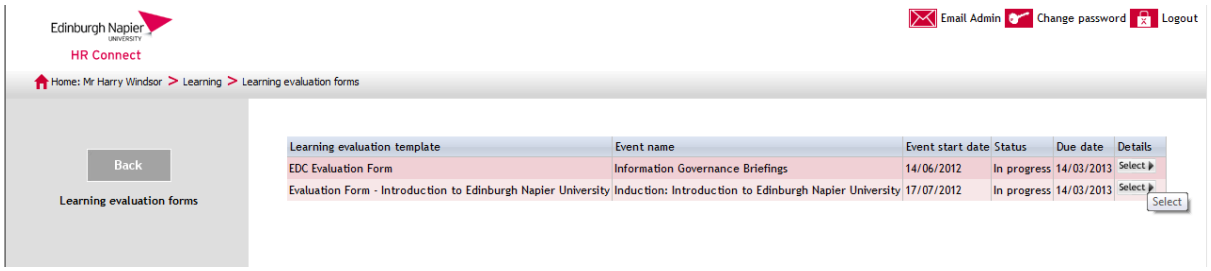
Learning Event Evaluation

HR Connect users will be invited to complete post learning event evaluation for events that have been organised by internal learning providers. This is done in HR Connect. The benefits are;

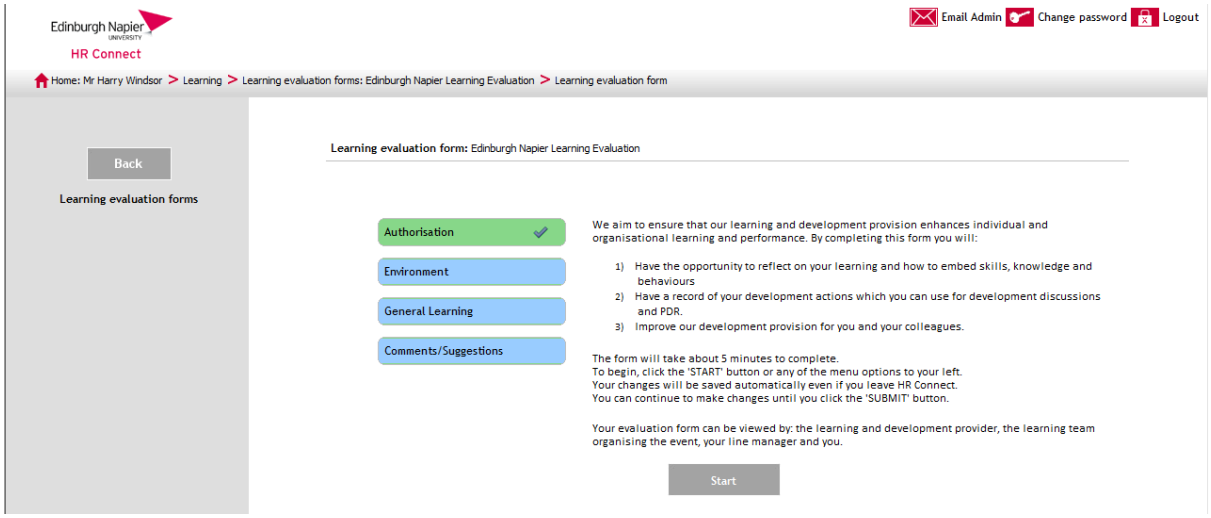
- The learning provider can easily collate and analyse participant feedback.
- You can easily refer back to previous evaluations to reflect on learning and remind yourself of post event actions to be completed.

After attending an event you will receive an email asking you to complete the evaluation form in HR Connect.

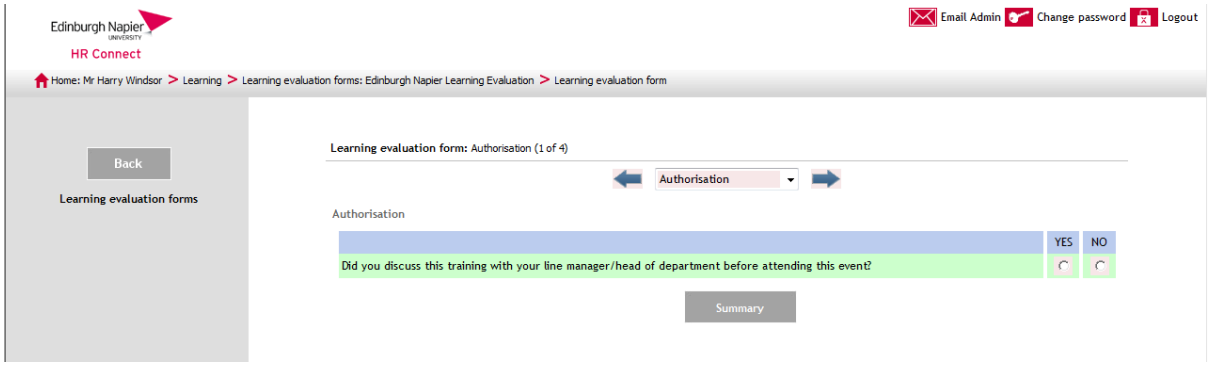
Go to the learning > Learning Evaluation forms section and you will see the forms that have been attached to your record. Choose the relevant form.



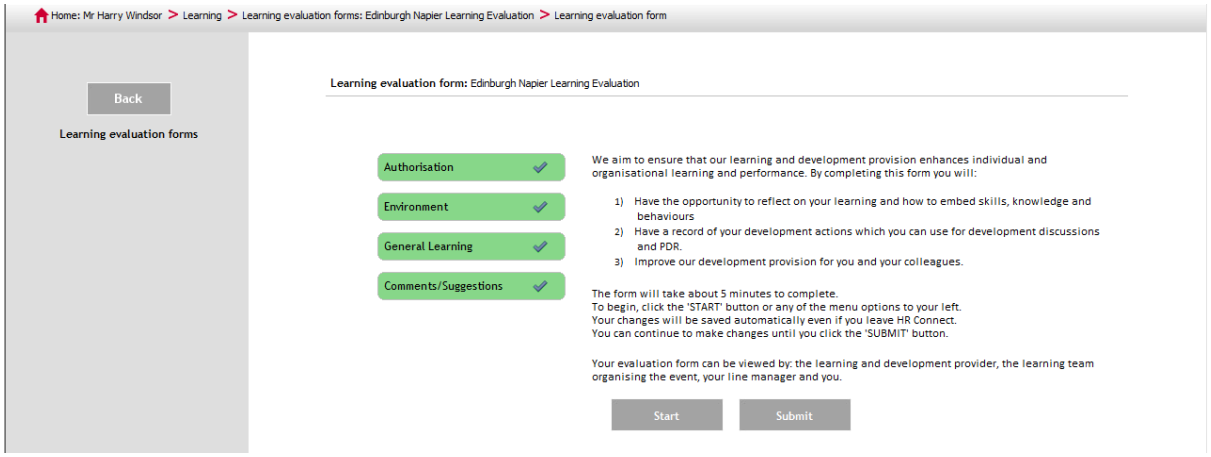
The form has a number of sections. Press Start and it will take you to the first section.


Edinburgh Napier UNIVERSITY
HR Connect
Email Admin
Change password
Logout
Home: Mr Harry Windsor > Learning > Learning evaluation forms: Edinburgh Napier Learning Evaluation > Learning evaluation form
Back
Learning evaluation forms
Learning evaluation form: Edinburgh Napier Learning Evaluation
Authorisation
Environment
General Learning
Comments/Suggestions
We aim to ensure that our learning and development provision enhances individual and organisational learning and performance. By completing this form you will:
1) Have the opportunity to reflect on your learning and how to embed skills, knowledge and behaviours
2) Have a record of your development actions which you can use for development discussions and PDR.
3) Improve our development provision for you and your colleagues.
The form will take about 5 minutes to complete.
To begin, click the 'START' button or any of the menu options to your left.
Your changes will be saved automatically even if you leave HR Connect.
You can continue to make changes until you click the 'SUBMIT' button.
Your evaluation form can be viewed by: the learning and development provider, the learning team organising the event, your line manager and you.
Start

Then respond to the questions, moving through the sections using the right and left facing arrows.



When you have completed all sections you will notice that there are ticks in all the boxes. The Submit button appears. If you are happy with the content press submit. Your information is saved and can be modified up until you press submit. After thisit is not possible to modify the content.


Home: Mr Harry Windsor > Learning > Learning evaluation forms: Edinburgh Napier Learning Evaluation > Learning evaluation form
Back
Learning evaluation forms
Learning evaluation form: Edinburgh Napier Learning Evaluation
Authorisation
Environment
General Learning
Comments/Suggestions
We aim to ensure that our learning and development provision enhances individual and organisational learning and performance. By completing this form you will:
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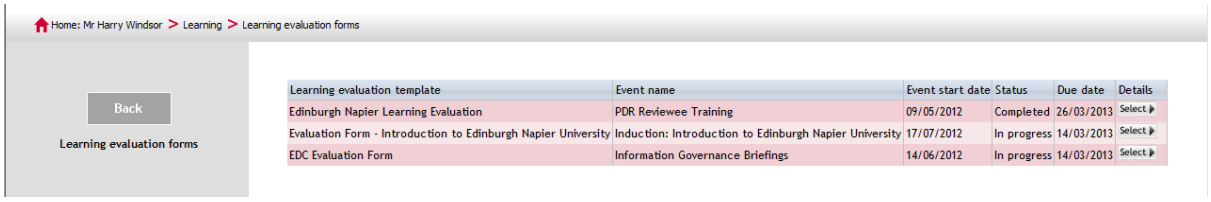
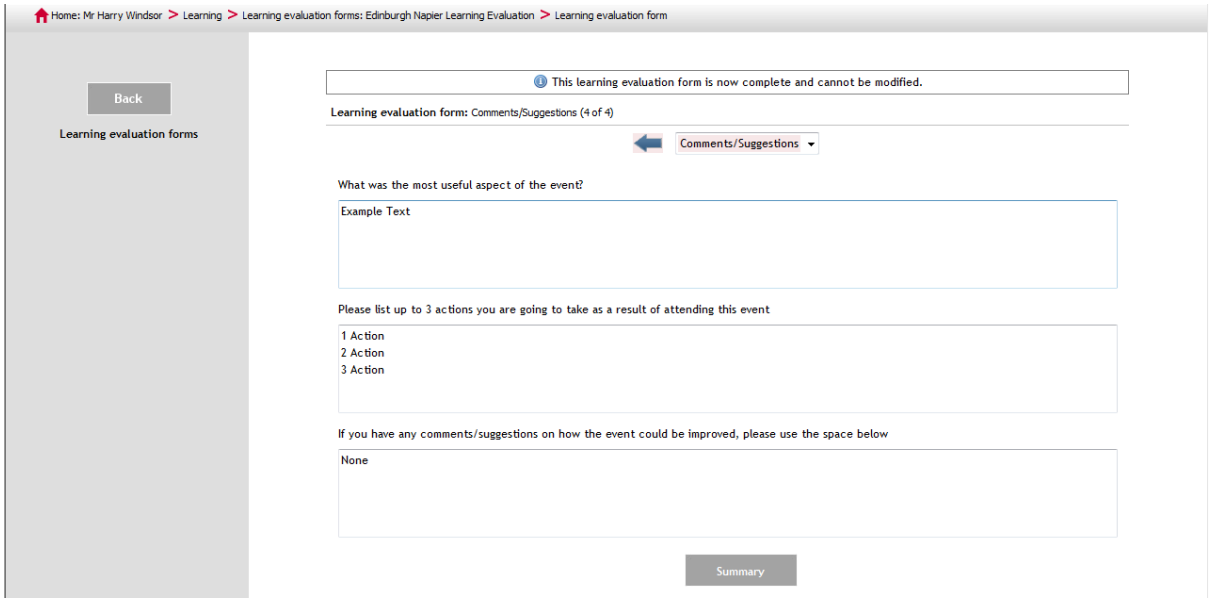
Your changes will be saved automatically even if you leave HR Connect.
You can continue to make changes until you click the 'SUBMIT' button.
Your evaluation form can be viewed by: the learning and development provider, the learning team organising the event, your line manager and you.
Start
Submit

If you want to review the content at a future date you can. You will notice below that the status of any completed forms says “Completed.” Choose the appropriate form.



You can navigate through the content just as you did when submitting but cannot modify it.


Home: Mr Harry Windsor > Learning > Learning evaluation forms: Edinburgh Napier Learning Evaluation > Learning evaluation form
Back
Learning evaluation forms
This learning evaluation form is now complete and cannot be modified.
Learning evaluation form: Comments/Suggestions (4 of 4)
Comments/Suggestions
What was the most useful aspect of the event?
Example Text
Please list up to 3 actions you are going to take as a result of attending this event
1 Action
2 Action
3 Action
If you have any comments/suggestions on how the event could be improved, please use the space below
None
Summary

And finally, HR Connect User Support

Help is available from the HR Systems Team.

Either

call ext 3728

or

email HRConnect@napier.ac.uk